



Council Offices, Almada Street  
Hamilton, ML3 0AA

Dear Councillor

## **Housing and Technical Resources Committee**

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

**Date: Wednesday, 20 March 2019**

**Time: 10:00**

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

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

<b>Members are reminded to bring their fully charged tablets to the meeting</b>
---

Yours sincerely

**Lindsay Freeland**  
**Chief Executive**

### **Members**

Josh Wilson (Chair), Stephanie Callaghan (Depute Chair), John Ross (ex officio), Robert Brown, Archie Buchanan, Jackie Burns, Janine Calikes, Graeme Campbell, Andy Carmichael, Maureen Chalmers, Gerry Convery, Poppy Corbett, Maureen Devlin, Allan Falconer, Alistair Fulton, Geri Gray, George Greenshields, Eric Holford, Martin Lennon, Eileen Logan, Colin McGavigan, Mo Razzaq, David Shearer, Collette Stevenson, Sheena Wardhaugh, Jared Wark

### **Substitutes**

Alex Allison, Walter Brogan, Margaret Cooper, Mary Donnelly, Isobel Dorman, Mark Horsham, Ann Le Blond, Hugh Macdonald, Catherine McClymont, Mark McGeever, Richard Nelson, Bert Thomson, Margaret B Walker, David Watson

## BUSINESS

- 1 Declaration of Interests**
- 2 Minutes of Previous Meeting** 5 - 12  
Minutes of the meeting of the Housing and Technical Resources Committee held on 23 January 2019 submitted for approval as a correct record. (Copy attached)
- 3 Minutes of Special Meeting** 13 - 16  
Minutes of the special meeting of the Housing and Technical Resources Committee held on 6 February 2019 submitted for approval as a correct record. (Copy attached)

---

### Monitoring Item(s)

- 4 Capital Budget Monitoring 2018/2019 - Housing and Technical Resources (excl HRA)** 17 - 20  
Joint report dated 12 March 2019 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)
- 5 Capital Budget Monitoring 2018/2019 - Housing and Technical Resources (HRA)** 21 - 24  
Joint report dated 12 March 2019 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)
- 6 Revenue Budget Monitoring 2018/2019 - Housing and Technical Resources (excl HRA)** 25 - 30  
Joint report dated 11 February 2019 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)
- 7 Revenue Budget Monitoring 2018/2019 - Housing and Technical Resources (HRA)** 31 - 34  
Joint report dated 11 February 2019 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)
- 8 Housing and Technical Resources - Workforce Monitoring - November 2018 to January 2019** 35 - 40  
Joint report dated 12 February 2019 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)

---

### Item(s) for Decision

- 9 Establishment Changes to Support the Implementation of an Integrated Housing and Property Management System** 41 - 44  
Joint report dated 28 February 2019 by the Executive Directors (Housing and Technical Resources) and (Finance and Corporate Resources). (Copy attached)
- 10 Central Homelessness Service - Establishment Change** 45 - 48  
Joint report dated 28 February 2019 by the Executive Directors (Housing and Technical Resources) and (Finance and Corporate Resources). (Copy attached)

<b>11 Housing Allocation Policy</b>	49 - 88
Report dated 28 February 2019 by the Executive Director (Housing and Technical Resources). (Copy attached)	
<b>12 Housing Allocation Policy - Local Letting Plans 2019/2020</b>	89 - 100
Report dated 14 February 2019 by the Executive Director (Housing and Technical Resources). (Copy attached)	
<b>13 Scottish Government's Consultation on 'Local connection and intentionality provisions in homelessness legislation'</b>	101 - 108
Report dated 15 February 2019 by the Executive Director (Housing and Technical Resources). (Copy attached)	
<b>14 Overtoun Park, Rutherglen - Asset Transfer to Grow 73</b>	109 - 116
Report dated 26 February 2019 by the Executive Director (Housing and Technical Resources). (Copy attached)	

---

#### **Item(s) for Noting**

---

<b>15 Delegated Authority Report - Update</b>	117 - 120
Report dated 28 January 2019 by the Executive Director (Housing and Technical Resources). (Copy attached)	
<b>16 Notification of Contracts Awarded 1 August 2018 to 31 January 2019</b>	121 - 130
Report dated 26 February 2019 by the Executive Director (Housing and Technical Resources). (Copy attached)	
<b>17 Update on Welfare Reform Legislative Changes</b>	131 - 134
Report dated 20 February 2019 by the Executive Director (Housing and Technical Resources). (Copy attached)	

---

#### **Urgent Business**

---

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

#### ***For further information, please contact:-***

Clerk Name: Carol Lyon

Clerk Telephone: 01698 455652

Clerk Email: carol.lyon@southlanarkshire.gov.uk



# HOUSING AND TECHNICAL RESOURCES COMMITTEE

2

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 23 January 2019

## **Chair:**

Councillor Josh Wilson

## **Councillors Present:**

Councillor Alex Allison (*substitute for Councillor Colin McGavigan*), Councillor Robert Brown, Councillor Archie Buchanan, Councillor Jackie Burns, Councillor Janine Calikes, Councillor Stephanie Callaghan (Depute), Councillor Graeme Campbell, Councillor Maureen Chalmers, Councillor Gerry Convery, Councillor Poppy Corbett, Councillor Maureen Devlin, Councillor Allan Falconer, Councillor Alistair Fulton, Councillor Geri Gray, Councillor George Greenshields, Councillor Eric Holford, Councillor Mark Horsham (*substitute for Councillor Collette Stevenson*), Councillor Eileen Logan, Councillor Catherine McClymont (*substitute for Councillor Andy Carmichael*), Councillor Mark McGeever (*substitute for Councillor Richard Nelson*), Councillor Mo Razzaq, Councillor David Shearer, Councillor Sheena Wardhaugh

## **Councillors' Apologies:**

Councillor Andy Carmichael, Councillor Martin Lennon, Councillor Colin McGavigan, Councillor Richard Nelson, Councillor John Ross (ex-officio), Councillor Collette Stevenson

## **Attending:**

### **Finance and Corporate Resources**

J Burke, Administration Assistant; M M Cairns, Legal Services Manager; H Goodwin, Finance Manager (Resources); C Lyon, Administration Officer; E McPake, Human Resources Business Partner; L O'Hagan, Finance Manager (Strategy)

### **Housing and Technical Resources**

D Lowe, Executive Director; A Finnan, Head of Housing Services; J Forbes, Property Manager (Assets and Estates Services); F McCafferty, Head of Property Services

---

## **1 Declaration of Interests**

No interests were declared.

---

## **2 Minutes of Previous Meeting**

The minutes of the meeting of the Housing and Technical Resources Committee held on 31 October 2018 were submitted for approval as a correct record.

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

---

## **3 Minutes of Special Meeting**

The minutes of the special meeting of the Housing and Technical Resources Committee held on 21 November 2018 were submitted for approval as a correct record.

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

---

#### **4 Capital Budget Monitoring 2018/2019 - Housing and Technical Resources (excl HRA)**

---

A joint report dated 20 December 2018 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted advising of progress on the capital programme for Housing and Technical Resources (excl HRA) for the period 1 April to 9 November 2018.

**The Committee decided:** that Housing and Technical Resources' capital programme (excl HRA) of £8.373 million and expenditure to date of £1.682 million be noted.

*[Reference: Minutes of 31 October 2018 (Paragraph 3)]*

---

#### **5 Capital Budget Monitoring 2018/2019 - Housing and Technical Resources (HRA)**

---

A joint report dated 20 December 2018 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted advising of progress on the capital programme for Housing and Technical Resources (HRA) for the period 1 April to 9 November 2018.

**The Committee decided:** that Housing and Technical Resources' capital programme (HRA) of £53.664 million and expenditure to date of £29.294 million be noted.

*[Reference: Minutes of 31 October 2018 (Paragraph 4)]*

---

#### **6 Revenue Budget Monitoring 2018/2019 - Housing and Technical Resources (excl HRA)**

---

A joint report dated 5 December 2018 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted comparing actual expenditure at 9 November 2018 against budgeted expenditure for Housing and Technical Resources' revenue budget (excl HRA), together with a forecast for the year to 31 March 2019.

Funding had been allocated by the Scottish Government for temporary accommodation within the Homeless Service. The Resource had identified that £0.188 million of that funding would not be required within the current year as a result of the proposed implementation timescales. It had been identified that the current levels of Bad Debts on homelessness were significantly better than expected, therefore it was anticipated that a higher underspend on the specific funding would be seen this year. The underspend would be transferred to reserves to meet costs associated with homelessness in future years.

**The Committee decided:**

- (1) that the breakeven position on Housing and Technical Resources' revenue budget (excl HRA), as detailed in Appendix A to the report, be noted;
- (2) that the forecast to 31 March 2019 of a breakeven position be noted; and
- (3) that the proposed budget virements be approved.

*[Reference: Minutes of 31 October 2018 (Paragraph 5)]*

---

## **7 Revenue Budget Monitoring 2018/2019 - Housing and Technical Resources (HRA)**

A joint report dated 6 December 2018 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted comparing actual expenditure at 9 November 2018 against budgeted expenditure for Housing and Technical Resources' revenue budget (HRA), together with a forecast for the year to 31 March 2019.

**The Committee decided:**

- (1) that the breakeven position on the Housing and Technical Resources' revenue budget (HRA), as detailed in Appendix A to the report, be noted;
- (2) that the forecast to 31 March 2019 of a breakeven position be noted; and
- (3) that the proposed budget virements be approved.

*[Reference: Minutes of 31 October 2018 (Paragraph 6)]*

---

## **8 Housing and Technical Resource Plan: Quarter 2 Progress Report – 2018/2019**

A report dated 5 December 2018 by the Executive Director (Housing and Technical Resources) was submitted on the Housing and Technical Resource Plan for 2018/2019. Details were provided on progress made at the end of quarter 2, covering the period 1 April to 30 September 2018, in implementing the priority projects identified in the draft Resource Plan.

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

*[Reference: Minutes of the Executive Committee of 26 September 2018 (Paragraph 9)]*

---

## **9 Housing and Technical Resources – Workforce Monitoring – September to November 2018**

A joint report dated 12 December 2018 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted on the following employee information for Housing and Technical Resources for the period September to November 2018:-

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

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

*[Reference: Minutes of 31 October 2018 (Paragraph 7)]*

---

## **10 Kirktonholme Playing Fields and Pavilion, East Kilbride – Asset Transfer to East Kilbride United**

A report dated 13 December 2018 by the Executive Director (Housing and Technical Resources) was submitted on the community asset transfer of Kirktonholme Playing Fields and Pavilion, East Kilbride to East Kilbride United.

The Kirktonholme sports facility in East Kilbride consisted of 2 playing fields and a pavilion. The pavilion was currently leased to South Lanarkshire Leisure and Culture (SLLC) who also managed the bookings for the adjoining pitches on behalf of the Council.

Over the past 3 years, the bookings for the pavilion and the pitches had primarily been to East Kilbride United (EKU) football teams.

A formal application for asset transfer by lease, under the Community Empowerment (Scotland) Act 2015, had been received from EKU and validated on 22 August 2018.

EKU was seeking to create a hub for the organisation which could be the focus of their activities, including training, matches, meetings and community engagement. The facility would be available for other community lets outwith the hours that it was required by EKU and the organisation had consulted with local schools and community organisations on the opportunities that the hub could provide.

The car park was considered to fulfil a wider parking function than simply to the pavilion and sports pitches and it had been agreed with EKU that this would be excluded from the asset transfer and would remain in Council control.

The application had been placed on the Council's Planning Portal and a notice placed on the property and details delivered to the surrounding properties. No representations had been received.

The Community Asset Transfer Assessment Panel had considered the matter on 3 December 2018.

The principal terms and conditions of the lease were detailed in the report.

**The Committee decided:**

- (1) that the Kirktonholme Playing Fields and Pavilion, East Kilbride be leased to East Kilbride United, subject to the principal terms and conditions outlined in Section 5 of the report; and
- (2) that the Executive Director (Housing and Technical Resources), in consultation with the Head of Administration and Legal Services, be authorised to conclude all matters in respect of the lease and enter into necessary legal agreements on terms which were in the best interests of the Council.

---

## **11 Policy and Strategy Review Schedule**

---

A report dated 7 December 2018 by the Executive Director (Housing and Technical Resources) was submitted on a revised Policy and Strategy Review Schedule.

A formal Policy Review Schedule, to support the ongoing systematic service improvement process, had been formally approved by this Committee in October 2011. Regular updates had been provided over the years, with the most recent being reported in December 2017.

The scope of the policy areas covered by the Schedule reflected key service areas which were considered by the Scottish Housing Regulator's regulatory framework.

The revised Schedule, which also included a timeline for the review of policies and strategies for which the Resource had lead responsibility, had been developed to reflect changes at a local and national level in policy development and also reflected the implementation of other legislative and regulatory changes.



**The Committee decided:**

- (1) that the revised Policy and Strategy Review Schedule, attached as Appendix 1 to the report, be approved; and
- (2) that the outcome of Policy and Strategy Reviews be reported to future meetings of the Committee in accordance with the Schedule.

*[Reference: Minutes of 13 December 2017 (Paragraph 9)]*

---

## **12 Scottish Housing Regulator – Regulation of Social Housing in Scotland**

A report dated 17 December 2018 by the Executive Director (Housing and Technical Resources) was submitted on the Scottish Housing Regulator's consultation on regulation of social housing in Scotland.

In January 2018, the Scottish Housing Regulator (SHR) launched a discussion paper on the future of housing regulation in Scotland to generate ideas and debate on regulation. The SHR then developed detailed proposals which they had circulated for consultation.

As the timescale for providing a response to the SHR did not allow for a report to Committee ahead of the submission date, the Council's submission had been made subject to approval by this Committee.

A summary of the consultation response was provided in the report and a copy of the full response attached as an appendix to the report.

The most significant addition to the regulatory requirements was the introduction of Annual Assurance Statements. This required all social landlords to confirm that they were compliant with the relevant regulatory standards and, specifically for Registered Social Landlords, that they must meet the standards for governance and financial management.

The Annual Assurance Statement required to be submitted by the landlord's governing body or, in the case of local authorities, the relevant committee. In the case of the Council, this would be Housing and Technical Resources Committee. The first Annual Assurance Statement would require to be prepared between May and October 2019.

The consultation paper also sought views on proposed changes to the Scottish Social Housing Charter Indicators. There were currently 74 indicators, of which 32 were contextual. This would reduce to 44, of which 12 would be contextual. A number of Homelessness indicators would also be removed as the information was collected and reported by the Scottish Government.

**The Committee decided:**

- (1) that the overview of the Scottish Housing Regulator's consultation on regulation of social housing in Scotland be noted; and
- (2) that the response submitted by the Council be approved.

---

## **13 South Lanarkshire Rapid Rehousing Transition Plan**

A joint report dated 21 December 2018 by the Executive Directors (Housing and Technical Resources) and (Finance and Corporate Resources) was submitted on the South Lanarkshire Rapid Rehousing Transition Plan.

South Lanarkshire's Local Housing Strategy (LHS) 2017 to 2022 'Affordable Homes, Sustainable Places' was approved by the Executive Committee on 30 August 2017. 4 out of the 9 priority outcomes within the Strategy focused on addressing homelessness and were closely aligned with the emerging national policy agenda.

In October 2017, the Scottish Government set up the Homelessness and Rough Sleeping Action Group (HARSAG) to produce short and long term solutions to end homelessness and rough sleeping.

The HARSAG produced a final report in June 2018 with recommendations that included local authorities developing Rapid Rehousing Transition Plans (RRTP). 'Rapid rehousing' was defined as a housing led approach for people who experienced homelessness, with a focus on making sure they reached a settled home as quickly as possible and limited the amount of time spent in temporary accommodation.

In June 2018, the Minister for Local Government, Housing and Planning wrote to all Scottish local authorities advising of the requirements to prepare a RRTP for submission to the Scottish Government by 31 December 2018.

To meet the timescales set by the Scottish Government, South Lanarkshire's RRTP was submitted on 21 December 2018, subject to approval by this Committee. A copy of the Plan was attached at Appendix 1.

The Scottish Government had committed £21 million towards RRTPs as part of the 'Ending Homelessness Together Fund', which would be available until 2021. A particular focus was on promoting a transition towards 'Housing First' approaches. While initial funding had been released to support the development and co-ordination of RRTPs, the basis upon which the funding would be distributed to local authorities was currently determined by the Scottish Government. It was anticipated, however, that the submitted RRTP, including the Resource Plan, would provide an important base for consideration.

The RRTP would be implemented on 1 April 2019 and reviewed annually, as required by the guidance, aligned with the annual review of the Strategic Housing Investment Plan (SHIP).

Additional work had been required to develop the RRTP, the cost of which had been met from the Housing Revenue Account. The work had been undertaken within existing staffing resources. It was recognised, that over the lifetime of the Plan, significant additional work would be required to co-ordinate its development and implementation. In recognition of this, the Scottish Government had provided the Council with initial funding of £105,000.

It was proposed that this funding be partially used to appoint 1 FTE additional post of Strategy Co-ordinator at Grade 3, Level 8, SCP 77-80 (£36,881.23 to £38,614.88) within the Strategy and Support section of Housing and Technical Resources to project manage the Plan. The post would be established for an initial 18 month period from April 2019.

**The Committee decided:**

- (1) that the background, strategic context and core requirements for the Rapid Rehousing Transition Plan be noted;
- (2) that the finalised South Lanarkshire Rapid Rehousing Transition Plan, as detailed in Appendix 1, be approved;
- (3) that the future monitoring, review and reporting arrangements be noted; and

- (4) that the 1 FTE post of Strategy Co-ordinator, as detailed above, be added to the Resource establishment for a fixed period of 18 months.

*[Reference: Minutes of the Executive Committee of 30 August 2017 (Paragraph 10)]*

---

#### **14 Council House Open Market Purchase to Support Regeneration Activity in East Whitlawburn**

---

A report dated 14 January 2019 by the Executive Director (Housing and Technical Resources) was submitted advising on action taken, in terms of Standing Order No 36(c), in view of the timescales involved, by the Executive Director (Housing and Technical Resources), in consultation with the Chair and an ex officio member, to approve the purchase of 2 properties, on the open market exceeding the authorised £100,000 limit for each property, to support the implementation of the Master Plan proposals for East Whitlawburn.

In September 2018, the Estates Service had been asked to identify suitable properties on the open market to facilitate decants and/or permanent transfers for residents affected by the East Whitlawburn Regeneration Master Plan. It was necessary to purchase properties due to the shortage of available Council housing stock within the Cambuslang and Rutherglen area. 2 potentially suitable properties were identified, however, the value of each property exceeded the maximum financial limit of £100,000 as set out in the current delegated authority for acquisition of land and property.

The properties were a 1 bedroom mid terrace in the Spittal area of Rutherglen and a 2 bedroom end terrace in the Gallowflat area of Rutherglen. The properties purchased would be added to the Council's operational housing stock.

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

- (1) that the action taken, in terms of Standing Order No 36(c), by the Executive Director (Housing and Technical Resources), in consultation with the Chair and an ex officio member, to progress the purchase of 2 properties on the open market with a value in excess of the authorised £100,000 limit for each property, to meet the urgent housing needs of applicants who required to be rehoused due to regeneration activity within East Whitlawburn; and
- (2) that the Executive Director (Housing and Technical Resources), in consultation with the Head of Administration and Legal Services, be authorised to conclude all matters relating to the purchase of the properties and to enter into the necessary legal agreements on terms which were in the best interests of the Council.

*[Reference: Minutes of 1 July 2015 (Paragraph 9) and Minutes of the Executive Committee of 26 August 2015 (Paragraph 12)]*

---

#### **15 Update of the Housing and Technical Resources' Risk Register and Risk Control Plan**

---

A report dated 5 December 2018 by the Executive Director (Housing and Technical Resources) was submitted on:-

- ◆ systems and controls in place within Housing and Technical Resources to control risks
- ◆ details of Housing and Technical Resources' current Risk Control Register

The Resource had followed Council guidance in developing, monitoring and updating its Risk Control Register on an ongoing basis. The Register had been developed to ensure that the Resource was fully aware of the main risks that it had, was able to prioritise those risks and had appropriate controls in place to eliminate or minimise the impact of the risk.

The risks were scored in accordance with the Council's scoring mechanism which scored risks based on the likelihood and impact of the risk. This resulted in risks being scored between 1 to 9 (low to high). Risks were scored on their inherent risk (risk if nothing was done) and their residual risk (risk after applying controls).

The Risk Register for the Resource had been developed and monitored on a quarterly basis to add new risks and review the scores of existing risks. The register was maintained and updated by the Resource Risk Management Group.

Details of risks which had scored 7 to 9 were provided in the appendix to the report.

**The Committee decided:** that the systems and controls in place to monitor risks within Housing and Technical Resources be noted.

*[Reference: Minutes of 13 December 2017 (Paragraph 17)]*

---

## **16 Urgent Business**

---

There were no items of urgent business.

# HOUSING AND TECHNICAL RESOURCES COMMITTEE

3

Minutes of special meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 6 February 2019

## **Chair:**

Councillor Josh Wilson

## **Councillors Present:**

Councillor Alex Allison (*substitute for Councillor Eric Holford*), Councillor Robert Brown, Councillor Archie Buchanan, Councillor Jackie Burns, Councillor Janine Calikes, Councillor Stephanie Callaghan (Depute), Councillor Graeme Campbell, Councillor Andy Carmichael, Councillor Maureen Chalmers, Councillor Gerry Convery, Councillor Margaret Cooper (*substitute for Councillor George Greenshields*), Councillor Poppy Corbett, Councillor Maureen Devlin, Councillor Mary Donnelly (*substitute for Councillor Geri Gray*), Councillor Allan Falconer, Councillor Alistair Fulton, Councillor Martin Lennon, Councillor Eileen Logan, Councillor Colin McGavigan, Councillor Mark McGeever (*substitute for Councillor Richard Nelson*), Councillor Mo Razzaq, Councillor John Ross (ex officio), Councillor David Shearer, Councillor Collette Stevenson, Councillor Sheena Wardhaugh

## **Councillors' Apologies:**

Councillor Geri Gray, Councillor George Greenshields, Councillor Eric Holford, Councillor Richard Nelson

## **Attending:**

### **Finance and Corporate Resources**

G Bow, Administration Manager; M M Cairns, Legal Services Manager; H Goodwin, Finance Manager (Resources); C Lyon, Administration Officer; G McCann, Head of Administration and Legal Services

### **Housing and Technical Resources**

D Lowe, Executive Director; F McCafferty, Head of Property Services

---

## **1 Declaration of Interests**

No interests were declared.

---

## **2 Housing Revenue and Capital Account Budget 2019/2020**

A joint report dated 24 January 2019 by the Executive Directors (Housing and Technical Resources) and (Finance and Corporate Resources) was submitted on:-

- ◆ the Revenue Estimate proposals for the Housing Revenue Account (HRA) for 2019/2020 which had been prepared in line with the 30 year Business Plan
- ◆ the Housing Capital Programme totalling £62.170 million

In order to achieve the level of investment to reflect the priorities of increasing the supply of Council houses, maintaining the Council's housing stock to meet the requirements of the Scottish Housing Quality Standard (SHQS) and to work towards the new Energy Efficiency Standard for Social Housing (EESH) and other necessary works, a rent increase of 3.95% required to be applied to all Council houses, travelling persons' sites, garage sites and lockups.

During the consultation process for 2018/2019, tenants had expressed their support for a multi year approach to rent setting with an indicative increase of 3.95% for a 3 year period. This allowed greater clarity in the planning and managing of this aspect of their household bills, as well as the financial planning of the HRA. In order to continue to deliver on investment priorities and maintain service levels, it was proposed that the Council continue with the increase of 3.95%. In line with the Business Plan, this would be subject to annual review in the financial year 2020/2021.

The proposals also took account of a requirement to increase the provision for bad debts to £7.327 million to meet the anticipated increased arrears as a result of welfare reform.

In accordance with the Council's commitment to rent harmonisation, it was proposed that all tenants paying below the harmonised level would pay up to an additional maximum of £2.00 per week.

In line with the Housing Investment Business Plan, efficiency savings of £0.349 million had been included in the overall budget. This included a reduction in the following areas:-

Trading Services' Charges (Re-design of Out of Hours Standby Service)	£0.225 million
Vacant Posts (0.60 FTE)	£0.015 million
Business Strategy and Support	£0.020 million
Anti-Social Behaviour (0.5 FTE)	£0.013 million
Community Wardens (3 FTE)	£0.035 million
Utilities	£0.020 million
Office Accommodation	£0.021 million

Details of the budget reductions were provided in an appendix to the report.

The revised budget also proposed an increase in the charge for the Council's factoring service from £28.78 to £29.33 per quarter, which would meet the increased costs of providing the service.

Details of the proposed Housing Capital Programme, totalling £62.170 million, were provided in an appendix to the report and information on how the Programme would be funded was summarised in the report. The Programme would ensure that a key priority within the Housing Investment Programme to increase the supply of Council housing would be progressed.

A wide-ranging consultation had been carried out with tenants and other stakeholders and details of the consultation process and associated outcomes were provided.

Following discussion, it was agreed that the Community Warden saving for the reduction of 3 FTE Warden posts, at a cost of £0.035 million, be removed from the savings package and the resultant funding gap be met from Reserves.

Councillor Wilson, seconded by Councillor Callaghan, moved that the recommendations be approved as detailed in the report. Councillor Cooper, seconded by Councillor Burns, moved as an amendment, in relation to the saving in respect of Trading Services' Charges (Redesign of Out of Hours Standby Service) that:-

- ◆ over the next 6 months, the Executive Director (Housing and Technical) Resources to continue to negotiate with the unions to devise a new service delivery model and begin implementation as early as possible
- ◆ he should bring a paper outlining the mutually agreed model for implementation in 2020/2021
- ◆ he should bring a report to a future meeting of the Housing and Technical Resources Committee and Executive Committee at the end of 6 months to update on progress

- ◆ the removal of this savings proposal from the 2019/2020 budget be achieved by either reducing the value of the Housing Capital Programme or taking the shortfall from Reserves

On a vote being taken by a show of hands, 15 members voted for the amendment and 10 for the motion. The amendment was declared carried.

**The Committee recommended to the Executive Committee:**

- (1) that the savings package detailed in the report be approved subject to:-
  - ◆ the removal of saving HRA04 relating to the reduction of 3 FTE posts within the Community Warden Service, totalling £0.035 million, and that the resultant funding gap be met from Reserves
  - ◆ the removal of saving HRA01 relating to the Trading Services' Charges (Redesign of Out of Hours Standby Service), totalling £0.225 million, with the resultant funding gap being met either from Reserves or a reduction in the value of the Housing Capital Programme
- (2) that the Revenue Estimate proposals for the Housing Revenue Account Budget 2019/2020, as detailed in Appendix 1 to the report, be endorsed;
- (3) that the rent increase of 3.95% for Council houses, travelling persons' sites, lockups and garage sites be endorsed;
- (4) that the next stage of rent harmonisation be progressed as detailed in the report;
- (5) that the increase in the Council's factoring fee from £28.78 to £29.33 per quarter, be approved; and
- (6) that, based on the proposed rent increase, the 2019/2020 Housing Capital Programme of £62.170 million, as detailed in Appendix 2 to the report, be endorsed.

*Councillor Brown, as the mover of an amendment which failed to find a seconder, asked that his dissent be recorded*

---

### **3 Urgent Business**

---

There were no items of urgent business.





# Report

4

Report to:	<b>Housing and Technical Resources Committee</b>
Date of Meeting:	<b>20 March 2019</b>
Report by:	<b>Executive Director (Finance and Corporate Resources) Executive Director (Housing and Technical Resources)</b>

Subject:	<b>Capital Budget Monitoring 2018/2019 - Housing and Technical Resources (excl HRA)</b>
----------	---

## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide information on the progress of the capital programme for Housing and Technical Resources (excl HRA) for the period 1 April 2018 to 1 February 2019

## 2. Recommendation(s)

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

- (1) that the Housing and Technical Resources (excl HRA) capital programme of £7.351 million, and expenditure to date of £4.878 million be noted.

## 3. Background

- 3.1. This is the fourth capital monitoring report presented to the Housing and Technical Resources Committee for the financial year 2018/2019.
- 3.2. The budget reflects the approved programme for the year (Council, 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 13 March 2019.
- 3.3. The report details the financial position for Housing and Technical Resources (excl HRA) in Appendix A.

## 4. Employee Implications

4.1. None.

## 5. Financial Implications

- 5.1. The original budget for 2018/2019 included an allocation of £4.551 million for Planned Asset Management. However, following a review of this programme of works to date, it has been identified that some of this expenditure cannot be classed as capital. Therefore, budget of £1.022 million has been transferred to Housing and Technical Resources' Revenue budget. The total overall expenditure on Planned Asset Management, across capital and revenue, remains at £4.551 million.

- 5.2. The revised total capital programme for Housing and Technical Resources (excl HRA) for 2018/2019, taking account of the adjustment included at 5.1. above, is £7.351 million.
- 5.3. 2018/2019 Outturn  
Work has been ongoing to clarify the predicted spend position for this financial year and current estimates from Property Services suggest an outturn of £6.992 million. This is an underspend of £0.359 million and mainly reflects the anticipated timing of spend in relation to the Civic Centre Fabric Upgrade and Headquarters Fabric Upgrade projects. Funding for these projects will carry forward into next financial year.
- 5.4. 2018/2019 Monitoring  
The initial forecast of spend to date was £4.929 million, and £4.878 million has been spent. This represents expenditure of £0.051 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 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 existing policy, function or strategy and therefore no impact assessment is required.
- 7.2. There was also no requirement to undertake any consultation in terms of the information contained in this report.

**Paul Manning**  
**Executive Director (Finance and Corporate Resources)**

**Daniel Lowe**  
**Executive Director (Housing and Technical Resources)**

12 March 2019

**Link(s) to Council Values/Ambitions/Objectives**

- Accountable, Effective, Efficient and Transparent

**Previous References**

- Executive Committee, 28 February 2018
- Executive Committee, 13 March 2019

**List of Background Papers**

- Financial ledger to 1 February 2019

**Contact for Further Information**

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

Lorraine O'Hagan, Finance Manager (Strategy)

Ext: 2601 (Tel: 01698 452601)

E-mail: [lorraine.o'hagan@southlanarkshire.gov.uk](mailto:lorraine.o'hagan@southlanarkshire.gov.uk)

**South Lanarkshire Council  
Capital Expenditure 2018/19  
Housing and Technical Resources Programme (excl HRA)  
For Period 1 April 2018 – 1 February 2019**

<b><u>Housing and Technical Resources (excl HRA)</u></b>	Base Budget £000	Budget Adjustments £000	Slippage £000	Total Budget £000	Budget to Date £000	Actual Expenditure £000
Office Accommodation	7,951	(1,249)	0	6,702	4,694	4,661
Private Housing Scheme of Assistance	0	0	0	0	0	0
Other Housing	398	251	0	649	235	217
<b>TOTAL</b>	<b>8,349</b>	<b>(998)</b>	<b>0</b>	<b>7,351</b>	<b>4,929</b>	<b>4,878</b>

For Information Only

*Budget Adjustments approved at Executive Committee 13 February 2019.*

- Planned Asset Management – transfer to Revenue (£1.022m)

# Report

5

Report to: **Housing and Technical Resources Committee**  
 Date of Meeting: **20 March 2019**  
 Report by: **Executive Director (Finance and Corporate Resources)**  
**Executive Director (Housing and Technical Resources)**

Subject: **Capital Budget Monitoring 2018/2019 - Housing and Technical Resources (HRA)**

## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide information on the progress of the capital programme for Housing and Technical Resources (HRA) for the period 1 April 2018 to 1 February 2019

## 2. Recommendation(s)

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

- (1) that the Housing and Technical Resources (HRA) capital programme of £53.664 million, and expenditure of £41.037 million be noted.

## 3. Background

- 3.1. This is the fourth capital monitoring report presented to the Housing and Technical Resources Committee for the financial year 2018/2019.
- 3.2. The budget reflects the original approved programme for the year (Council, 28 February 2018), exceptions approved during 2017/2018 and monies carried forward from 2017/2018. It also includes budget adjustments approved by the Executive Committee during 2018/2019 up to and including its meeting on 13 March 2019.
- 3.3. The report details the financial position for Housing and Technical Resources (HRA) on Appendix A.

## 4. Employee Implications

4.1. None.

## 5. Financial Implications

5.1. The Housing Capital programme for 2018/2019 totals £53.664 million and is detailed along with the funding sources at Appendix A to this report.

### 5.2. 2018/2019 Outturn

In terms of the Housing Capital Programme, current estimates from Housing and Technical Resources suggest an outturn of £53.664m.

5.2. 2018/2019 Monitoring

Anticipated spend to 1 February 2019 was £41.059 million and £41.037 million has been spent. This represents expenditure of £0.022 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 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 existing policy, function or strategy and therefore no impact assessment is required.

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

**Paul Manning**

**Executive Director (Finance and Corporate Resources)**

**Daniel Lowe**

**Executive Director (Housing and Technical Resources)**

12 March 2019

**Link(s) to Council Values/Ambitions/Objectives**

- ◆ Accountable, Effective, Efficient and Transparent

**Previous References**

- ◆ Housing and Technical Resources Committee, 23 January 2019
- ◆ Executive Committee, 13 March 2019

**List of Background Papers**

- ◆ Financial ledger to 1 February 2019

**Contact for Further Information**

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

Hazel Goodwin, Finance Manager (Resources)

Ext: 2699 (Tel: 01698 452699)

E-mail: [hazel.goodwin@southlanarkshire.gov.uk](mailto:hazel.goodwin@southlanarkshire.gov.uk)

	£m	£m
<b>Anticipated Capital Expenditure 2018/19</b>		<b>53.664</b>

**Estimated Financing Position 2018/19**

Capital Receipts – House Sales	0.000	
Capital Receipts – Land Sales	2.000	
Capital Financed From Current Revenue	23.730	
Prudential Borrowing	21.602	
Specific Grant – Scottish Government New Council Houses	4.963	
Specific Grant – Scottish Government Buy Backs	0.900	
Specific Grant – Scottish Government Mortgage to Rent	0.120	
Specific Grant – Scottish Natural Heritage	0.349	
Other Income	0.000	
		<b><u>53.664</u></b>

<b>Actual Expenditure to 1 February 2019</b>		<b>41.037</b>
--	--	---------------

**Actual Financing Position to 1 February 2019**

Capital Receipts – House Sales	0.081	
Capital Receipts – Land Sales	2.324	
Capital Financed From Current Revenue	23.730	
Prudential Borrowing	10.488	
Specific Grant – Scottish Government New Council Houses	2.892	
Specific Grant – Scottish Government Buy Backs	0.690	
Specific Grant – Scottish Government Mortgage to Rent	0.037	
Specific Grant – Scottish Natural Heritage	0.000	
Other Income	0.795	
		<b><u>41.037</u></b>





# Report

6

Report to: **Housing and Technical Resources Committee**  
 Date of Meeting: **20 March 2019**  
 Report by: **Executive Director (Finance and Corporate Resources)**  
**Executive Director (Housing and Technical Resources)**

Subject: **Revenue Budget Monitoring 2018/2019 - Housing and Technical Resources (excl HRA)**

## 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 2018 to 1 February 2019 for Housing and Technical Resources (excl HRA)
- ♦ 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 breakeven position on Housing and Technical Resources (excl HRA) revenue budget, as detailed in Appendix A of the report, and the financial forecast to 31 March 2019 of a breakeven position, be noted; and
- (2) that the proposed budget virements be approved.

## 3. Background

- 3.1. This is the fourth revenue budget monitoring report presented to the Housing and Technical Resources Committee for the financial year 2018/2019.
- 3.2. The Resource has completed its formal probable outturn exercise for the year. This exercise identifies the expected spend to the 31 March 2019. Details are included in section 5.
- 3.3. The report details the financial position for Housing and Technical Resources (excl HRA) in Appendix A, and then details the individual services in Appendices B to C.

## 4. Employee Implications

4.1. None.

## 5. Financial Implications

5.1. **Probable Outturn:** Following the Council's formal Probable Outturn exercise, the Resource position before any transfers to reserves is an underspend of £0.899m. The financial forecast for the revenue budget to 31 March 2019 is a breakeven position after transfers to reserves of £0.899m.

- 5.2. As reported previously, the Resource identified that funding allocated from the Scottish Government for Temporary Accommodation within the Homeless Service, will not be required in the current year as a result of implementation timescales. It had also been reported that current levels of Bad Debts on homelessness are significantly better than expected, and therefore it is anticipated that £0.899m underspend on the specific funding will be seen this year. It is proposed that this is transferred to reserves to meet costs associated with Homelessness in future years.
- 5.3. **As at 1 February 2018**, there is an underspend position against the phased budget, being a £0.799m underspend against the phased budget. This is the position **before** transfers to reserves. The Resource position as at 1 February 2019 **after** transfers to reserves are taken into account, is a breakeven position.
- 5.4. Virements are proposed to realign budgets. These movements have been detailed in the appendices to 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)**

**Daniel Lowe**  
**Executive Director (Housing and Technical Resources)**

11 February 2019

**Link(s) to Council Values/Ambitions/Objectives**

- ◆ Accountable, Effective, Efficient and Transparent

**Previous References**

- ◆ Housing and Technical Resources Committee, 23 January 2019

### **List of Background Papers**

- ◆ Financial ledger and budget monitoring results to 1 February 2019

### **Contact for Further Information**

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

Hazel Goodwin, Finance Manager

Ext: 2699 (Tel: 01698 452699)

E-mail: [hazel.goodwin@southlanarkshire.gov.uk](mailto:hazel.goodwin@southlanarkshire.gov.uk)

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 1 February 2019 (No.12)

## Housing and Technical Resources Summary (excl HRA)

<b>Budget Category</b>	<b>Annual Budget £000</b>	<b>Forecast for Year BEFORE Transfers £000</b>	<b>Annual Forecast Variance BEFORE Transfers £000</b>	<b>Annual Forecast Variance AFTER Transfers £000</b>	<b>Budget Proportion 01/02/19 £000</b>	<b>Actual 01/02/19 £000</b>	<b>Variance 01/02/19 £000</b>	<b>% Variance 01/02/19</b>	<b>Note</b>
Employee Costs	8,254	7,926	328	328	6,657	6,437	220	under	3.3%
Property Costs	17,902	17,828	74	74	17,446	17,296	150	under	0.9%
Supplies & Services	279	210	69	69	217	192	25	under	11.5%
Transport & Plant	280	256	24	24	218	169	49	under	22.5%
Administration Costs	514	541	(27)	(27)	210	223	(13)	over	(6.2%)
Payments to Other Bodies	6,386	6,521	(135)	(135)	4,311	4,431	(120)	over	(2.8%)
Payments to Contractors	2,693	2,705	(12)	(12)	1,551	1,560	(9)	over	(0.6%)
Transfer Payments	0	0	0	0	0	0	0	-	0.0%
Financing Charges	51	48	3	3	50	32	18	under	36.0%
<b>Total Controllable Exp.</b>	<b>36,359</b>	<b>36,035</b>	<b>324</b>	<b>324</b>	<b>30,660</b>	<b>30,340</b>	<b>320</b>	<b>under</b>	<b>1.0%</b>
<b>Total Controllable Inc.</b>	<b>(16,141)</b>	<b>(16,716)</b>	<b>575</b>	<b>(324)</b>	<b>(11,078)</b>	<b>(11,557)</b>	<b>479</b>	<b>over recovered</b>	<b>4.3%</b>
<b>Net Controllable Exp.</b>	<b>20,218</b>	<b>19,319</b>	<b>899</b>	<b>0</b>	<b>19,582</b>	<b>18,783</b>	<b>799</b>	<b>under</b>	<b>(4.1%)</b>
<b>Transfer to Reserves (as at 01/02/19)</b>					<b>0</b>	<b>799</b>	<b>(799)</b>	<b>under recovered</b>	
<b>Position After Transfers to Reserves (as at 01/02/19)</b>					<b>19,582</b>	<b>19,582</b>	<b>0</b>	<b>-</b>	<b>0.0%</b>

**Variance Explanations**

Variances are shown in Appendix B and C as appropriate.

**Budget Virements**

Virements are shown in Appendix B and C.

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 1 February 2019 (No.12)

## Housing Services

<b>Budget Category</b>	<b>Annual Budget £000</b>	<b>Forecast for Year BEFORE Transfers £000</b>	<b>Annual Forecast Variance BEFORE Transfers £000</b>	<b>Annual Forecast Variance AFTER Transfers £000</b>	<b>Budget Proportion 01/02/19 £000</b>	<b>Actual 01/02/19 £000</b>	<b>Variance 01/02/19 £000</b>		<b>% Variance 01/02/19</b>	<b>Note</b>
Employee Costs	2,371	2,397	(26)	(26)	1,839	1,862	(23)	over	(1.3%)	a, b
Property Costs	5,571	5,273	298	298	4,723	4,490	233	under	4.9%	1
Supplies & Services	182	119	63	63	128	117	11	under	8.6%	
Transport & Plant	115	106	9	9	76	53	23	under	30.3%	
Administration Costs	73	84	(11)	(11)	63	67	(4)	over	(6.3%)	
Payments to Other Bodies	3,793	3,732	61	61	2,895	2,830	65	under	2.2%	2
Payments to Contractors	2,655	2,690	(35)	(35)	1,519	1,542	(23)	over	(1.5%)	
Transfer Payments	0	0	0	0	0	0	0	-	0.0%	
Financing Charges	12	13	(1)	(1)	12	7	5	under	41.7%	
<b>Total Controllable Exp.</b>	<b>14,772</b>	<b>14,414</b>	<b>358</b>	<b>358</b>	<b>11,255</b>	<b>10,968</b>	<b>287</b>	<b>under</b>	<b>2.5%</b>	
<b>Total Controllable Inc.</b>	<b>(7,316)</b>	<b>(7,891)</b>	<b>575</b>	<b>(324)</b>	<b>(5,080)</b>	<b>(5,606)</b>	<b>526</b>	<b>over recovered</b>	<b>10.4%</b>	<b>3</b>
<b>Net Controllable Exp.</b>	<b>7,456</b>	<b>6,523</b>	<b>933</b>	<b>34</b>	<b>6,175</b>	<b>5,362</b>	<b>813</b>	<b>under</b>	<b>(13.2%)</b>	
<b>Transfer to Reserves (as at 01/02/19)</b>					<b>0</b>	<b>799</b>	<b>(799)</b>	<b>under recovered</b>		
<b>Position After Transfers to Reserves (as at 01/02/19)</b>					<b>6,175</b>	<b>6,161</b>	<b>14</b>	<b>under</b>	<b>(0.2%)</b>	

Variance Explanations

1. The current level of Homelessness bad debt is forecast to be lower than current budget levels.
2. The current level of External Housing Support Contract Provision is forecast to be lower than current budget levels.
3. Funding allocated from the Scottish Government for Temporary Accommodation within the Homeless Service, will not be required in the current year as a result of implementation timescales.

Budget Virements

- a. Additional GRG budget to reflect new Homelessness Rapid Rehousing Transitional Planning Funding. Net Effect £0.105m: Employee Costs £0.105m.
- b. Additional budget to reflect implementation of Strategy staffing review. Net Effect £0.100m: Employee Costs £0.100m.

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 1 February 2019 (No.12)

## Property Services

<b>Budget Category</b>	<b>Annual Budget £000</b>	<b>Forecast for Year BEFORE Transfers £000</b>	<b>Annual Forecast Variance BEFORE Transfers £000</b>	<b>Annual Forecast Variance AFTER Transfers £000</b>	<b>Budget Proportion 01/02/19 £000</b>	<b>Actual 01/02/19 £000</b>	<b>Variance 01/02/19 £000</b>		<b>% Variance 01/02/19</b>	<b>Note</b>
Employee Costs	5,883	5,529	354	354	4,818	4,575	243	under	5.0%	1
Property Costs	12,331	12,555	(224)	(224)	12,723	12,806	(83)	over	(0.7%)	2, a
Supplies & Services	97	91	6	6	89	75	14	under	15.7%	
Transport & Plant	165	150	15	15	142	116	26	under	18.3%	
Administration Costs	441	457	(16)	(16)	147	156	(9)	over	(6.1%)	
Payments to Other Bodies	2,593	2,789	(196)	(196)	1,416	1,601	(185)	over	(13.1%)	3, b
Payments to Contractors	38	15	23	23	32	18	14	under	43.8%	
Transfer Payments	0	0	0	0	0	0	0	-	0.0%	
Financing Charges	39	35	4	4	38	25	13	under	34.2%	
<b>Total Controllable Exp.</b>	21,587	21,621	(34)	(34)	19,405	19,372	33	under	0.2%	
<b>Total Controllable Inc.</b>	(8,825)	(8,825)	0	0	(5,998)	(5,951)	(47)	under recovered	(0.8%)	
<b>Net Controllable Exp.</b>	12,762	12,796	(34)	(34)	13,407	13,421	(14)	over	0.1%	
<b>Transfer to Reserves (as at 01/02/19)</b>					0	0	0	-		
<b>Position After Transfers to Reserves (as at 01/02/19)</b>					13,407	13,421	(14)	over	0.1%	

**Variance Explanations**

1. The underspend in Employee Costs is due to higher than anticipated staff turnover.
2. The overspend to date in Property Costs reflects a combination of minor overspends including demand for repairs.
3. The overspend in Payments to Other Bodies reflects the current demand for adaptations on the Private Sector Housing Scheme of Assistance being higher than budgeted.

**Budget Virements**

- a. Transfer from Capital in respect of Legislative Compliance / Planned Maintenance £1.282m: Property Costs £1.282m.
- b. Transfer to Capital in respect of PIF reimbursement (£0.260m): Property Costs (£0.260m).
- c. Price Increases in respect of Utilities from Corporate Items £0.086m: Property Costs £0.086m.
- d. Transfer from Reserves in respect of RHI funding £0.290m: Property Costs £0.290m.
- e. Transfer from Reserves in respect of Private Sector Housing Scheme of Assistance £0.306m: Payment to Other Bodies £0.306m.

# Report

7

Report to: **Housing and Technical Resources Committee**  
 Date of Meeting: **20 March 2019**  
 Report by: **Executive Director (Finance and Corporate Resources)**  
**Executive Director (Housing and Technical Resources)**

Subject: **Revenue Budget Monitoring 2018/2019 - Housing and Technical Resources (HRA)**

## 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 2018 to 1 February 2019 for Housing and Technical Resources (HRA)
- ♦ 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 breakeven position on Housing and Technical Resources' (HRA) revenue budget, as detailed in Appendix A of the report, and the forecast to 31 March 2019 of a breakeven position, be noted.

## 3. Background

- 3.1. This is the fourth revenue budget monitoring report presented to the Housing and Technical Resources Committee for the financial year 2018/2019.
- 3.2. The report details the financial position for Housing and Technical Resources (HRA) in Appendix A.

## 4. Employee Implications

4.1. None.

## 5. Financial Implications

5.1. As at 1 February 2019, there is a breakeven position against the phased budget. The forecast for the budget to 31 March 2019 is also a breakeven position.

## 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)**

**Daniel Lowe**  
**Executive Director (Housing and Technical Resources)**

11 February 2019

### **Link(s) to Council Values/Ambitions/Objectives**

◆ Accountable, Effective, Efficient and Transparent

### **Previous References**

◆ None.

### **List of Background Papers**

◆ Financial ledger and budget monitoring results to 1 February 2019

### **Contact for Further Information**

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

Hazel Goodwin, Finance Manager

Ext: 2699 (Tel: 01698 452699)

E-mail: [hazel.goodwin@southlanarkshire.gov.uk](mailto:hazel.goodwin@southlanarkshire.gov.uk)



## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 1 February 2019 (No.12)

## Housing Revenue Account

<b>Budget Category</b>	<b>Annual Budget £000</b>	<b>Forecast for Year £000</b>	<b>Annual Forecast Variance £000</b>	<b>Budget Proportion 01/02/19 £000</b>	<b>Actual 01/02/19 £000</b>	<b>Variance 01/02/19 £000</b>		<b>% Variance 01/02/19</b>	<b>Note</b>
Employee Costs	12,718	12,544	174	10,467	10,336	131	under	1.3%	1
Property Costs	42,507	42,465	42	29,861	29,803	58	under	0.2%	2
Supplies & Services	610	554	56	495	464	31	under	6.3%	
Transport & Plant	194	174	20	166	152	14	under	8.4%	
Administration Costs	5,713	5,677	36	577	555	22	under	3.8%	
Payments to Other Bodies	3,221	3,221	0	40	40	0	-	0.0%	
Payments to Contractors	100	129	(29)	89	111	(22)	over	(24.7%)	
Transfer Payments	0	0	0	0	0	0	-	0.0%	
Financing Charges	23,730	23,761	(31)	51	46	5	under	9.8%	
<b>Total Controllable Exp.</b>	88,793	88,525	268	41,746	41,507	239	under	0.6%	
Total Controllable Income	(98,991)	(98,432)	(559)	(75,149)	(74,908)	(241)	under recovered	0.3%	3
Transfer to/(from) Balance Sheet	(4,603)	(4,604)	1	(3,895)	(3,897)	2	under	(0.1%)	
<b>Net Controllable Exp.</b>	(14,801)	(14,511)	(290)	(37,298)	(37,298)	0	-	0.0%	
Loan Charges	14,801	14,511	290	0	0	0	-	0.0%	
<b>Net Controllable Exp.</b>	0	0	0	(37,298)	(37,298)	0	-	0.0%	

**Variance Explanations**

1. The underspend in Employee Costs is due to higher than anticipated staff turnover.
2. There is an underspend in Property Costs due to repairs and maintenance work which is a demand led service and is currently higher than budgeted, being offset within year due to an underspend in the level of bad debt provision forecast.
3. The under recovery in rental income is in relation to the timing of new build completions, which is slightly behind budget forecasts.



# Report

8

Report to: **Housing and Technical Resources Committee**  
 Date of Meeting: **20 March 2019**  
 Report by: **Executive Director (Finance and Corporate Resources)**  
**Executive Director (Housing and Technical Resources)**

Subject: **Housing and Technical Resources – Workforce  
Monitoring – November 2018 to January 2019**

## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for November 2018 to January 2019 relating to Housing and Technical Resources

## 2. Recommendation(s)

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

(1) that the following employment information for November 2018 to January 2019 relating to Housing and Technical 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 December 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 Housing and Technical Resources provides information on the position for November 2018 to January 2019.

## 4. Monitoring Statistics

### 4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of January 2019 for Housing and Technical Resources.

The Resource absence figure for January 2019 was 5.3%, this figure remains unchanged when compared to last month and is 0.4% higher than the Council-wide figure. Compared to January 2018, the Resource absence figure has decreased by 0.9%.

Based on the absence figures at January 2019 and annual trends, the projected annual average absence for the Resource for 2018/2019 is 5.1%, 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 12.4 days, compared with the overall figure for the Council of 10.3 days per employee.

**4.2. Occupational Health (Appendix 2)**

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 173 referrals were made this period. This represents a decrease of 4 when compared with the same period last year.

**4.3. Accident/Incident Statistics**

There were 14 accidents/incidents recorded within the Resource this period, an increase of 3 when compared to the same period last year.

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

During the period, 5 disciplinary hearings were held within the Resource, this figure has decreased by 1 when compared to last year. During this period no appeals were heard by the Appeals Panel. Three grievance hearings were held within the Resource, this figure has increased by 2 when compared to the same period last year. No Dignity at Work complaints were raised within the Resource, this figure has decreased by 1 when compared to the same period last year.

**4.5. Analysis of Leavers (Appendix 2)**

There were 4 leavers in the Resource eligible for an exit interview this period, a decrease of 6 when compared with the same period last year. Two exit interviews were conducted.

**5. Staffing Watch (Appendix3)**

- 5.1. There was a decrease of 6 employees in post from 8 September 2018 to 8 December 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)**

12 February 2019

**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**

- ◆ Housing and Technical Resources, 23 January 2019

**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:-

Janet McLuckie, Personnel Officer

Ext: 4239 (Tel: 01698 454239)

E-mail: [Janet.McLuckie@southlanarkshire.gov.uk](mailto:Janet.McLuckie@southlanarkshire.gov.uk)

**ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019**  
**Housing & Technical 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	4.6	4.3	3.9	April	6.3	4.5	6.5	April	5.1	4.4	4.9	April	4.3	3.9	4.1
May	4.3	4.2	3.6	May	5.0	3.9	6.5	May	4.5	4.1	4.8	May	4.4	4.2	4.2
June	4.3	3.9	4.0	June	5.5	4.4	6.2	June	4.7	4.1	4.9	June	4.1	3.9	4.3
July	4.1	4.3	3.7	July	4.5	4.9	6.3	July	4.2	4.5	4.8	July	3.3	3.0	3.4
August	4.9	4.7	4.1	August	5.7	4.0	5.5	August	5.1	4.4	4.6	August	3.6	3.2	3.6
September	5.1	4.3	4.5	September	4.6	4.5	6.2	September	5.0	4.4	5.2	September	4.1	4.0	4.4
October	5.5	3.8	4.3	October	5.0	4.4	5.9	October	5.3	4.0	4.9	October	4.4	4.1	4.4
November	4.9	4.9	4.8	November	6.7	6.4	6.5	November	5.5	5.5	5.5	November	4.9	4.8	5.1
December	5.0	5.0	4.4	December	6.7	9.0	6.5	December	5.6	6.6	5.3	December	4.9	5.1	4.8
January	5.0	5.4	4.2	January	4.3	7.3	7.0	January	4.8	6.2	5.3	January	4.5	5.0	4.9
February	4.9	5.2		February	4.7	6.1		February	4.8	5.6		February	5.0	5.0	
March	4.7	5.1		March	4.6	6.0		March	4.6	5.4		March	4.7	4.7	
Annual Average	4.8	4.6	4.3	Annual Average	5.3	5.5	6.3	Annual Average	4.9	4.9	5.1	Annual Average	4.4	4.2	4.4
Average Apr-Jan	4.8	4.5	4.2	Average Apr-Jan	5.4	5.3	6.3	Average Apr-Jan	5.0	4.8	5.0	Average Apr-Jan	4.3	4.1	4.3
No of Employees at 31 January 2019			880	No of Employees at 31 January 2019			555	No of Employees at 31 January 2019			1435	No of Employees at 31 January 2019			15190

For the financial year 2018/19, the projected average days lost per employee equates to 12.4 days.

## HOUSING AND TECHNICAL RESOURCES

	Nov-Jan 2017-18	Nov-Jan 2018-19
<b>MEDICAL EXAMINATIONS</b>		
Number of Employees Attending	58	51
<b>EMPLOYEE COUNSELLING SERVICE</b>		
Total Number of Referrals	14	21
<b>PHYSIOTHERAPY SERVICE</b>		
Total Number of Referrals	64	61
<b>REFERRALS TO EMPLOYEE SUPPORT OFFICER</b>	32	35
<b>REFERRALS TO COGNITIVE BEHAVIOUR THERAPY</b>	9	5
<b>TOTAL</b>	<b>177</b>	<b>173</b>

CAUSE OF ACCIDENTS/INCIDENTS	Nov-Jan 2017-18	Nov-Jan 2018-19
Specified Injuries*	0	1
Over 7 day absences	3	3
Over 3 day absences**	0	1
Minor	4	4
Near Miss	0	4
Violent Incident: Verbal*****	4	1
<b>Total Accidents/Incidents</b>	<b>11</b>	<b>14</b>

\*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	Nov-Jan 2017-18	Nov-Jan 2018-19
Total Number of Hearings	6	5

## Time Taken to Convene Hearing Nov 2018 - Jan 2019

0-3 Weeks  
4

4-6 Weeks  
1

Over 6 Weeks  
0

RECORD OF GRIEVANCE HEARINGS	Nov-Jan 2017-18	Nov-Jan 2018-19
Number of Grievances	1	3
Number Resolved at Stage 1	1	0
Still in Progress	0	3

RECORD OF DIGNITY AT WORK	Nov-Jan 2017-18	Nov-Jan 2018-19
Number of Incidents	1	0
Number Resolved at Formal Stage	1	0

ANALYSIS OF REASONS FOR LEAVING	Nov-Jan 2017-18	Nov-Jan 2018-19
Career Advancement	0	2
Other	1	0
Number of Exit Interviews conducted	1	2

Total Number of Leavers Eligible for Exit Interview	10	4
---	----	---

Percentage of interviews conducted	10%	50%
------------------------------------	-----	-----

**JOINT STAFFING WATCH RETURN  
HOUSING & TECHNICAL RESOURCES**

**1. As at 8 December 2018**

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
866	19	302	140	1327					
*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	191.83	682.36	349.56	36	11	2	0	0	1273.75

**1. As at 8 September 2018**

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
872	18	303	140	1333					
*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	196.73	682.02	352.35	34	12	2	0	0	1280.1



# Report

9

Report to:	<b>Housing and Technical Resources Committee</b>
Date of Meeting:	<b>20 March 2019</b>
Report by:	<b>Executive Director (Housing and Technical Resources) Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Establishment Changes to Support the Implementation of an Integrated Housing and Property Management System</b>
----------	--

## 1. Purpose of Report

1.1. The purpose of the report is to:

- ◆ request approval for the changes to the establishment required to support the implementation of the new integrated housing and property management system

## 2. Recommendation(s)

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

- (1) that the changes to the establishment as detailed in section 5.0, be approved.

## 3. Background

3.1. A report to Housing and Technical Resources Committee in July 2016 outlined the requirement to procure a single integrated housing and property management system and how this should be progressed. To support this process, a project team was established to develop the specification and undertake the procurement implementation of a replacement system.

3.2. A new supplier was appointed at the end of 2018, following a lengthy procurement process. A project plan has been developed for the implementation of the new system.

## 4. Progress and Next Steps

4.1. The project plan has clarified the dedicated resources necessary to successfully implement the new system. A revised project team structure has been developed which includes a Project Advisor to oversee the implementation, the Team Leader and Assistants from the existing team, and a Systems Officer to support delivery.

4.2. Given the business critical nature of the project and to support effective implementation while ensuring continuity of service, staffing resources will require to be continued until the completion of the implementation of the new system, which is expected to be by April 2021.

## 5. Employee Implications

- 5.1. The establishment changes to the existing project team are detailed below. These posts will require to be included within the establishment until 31 March 2021.
- 5.2. In addition to this team, successful implementation of this project will also require support from other functions within the Resource with regards to testing, and rolling out each of the specific modules within the new system. Should this result in a specific resource requirement, this will be the subject of a future Committee report.

Post Title	Number of posts			Grade / SCP	Hourly Rate	Annual salary	Net costs (including on-costs 30.3%)
	Existing	New	Difference				
Business Change Manager	1	0	-1	Grade 5 Level 1-8 / 96 - 108	£26.84 - £32.11	£48,980 - £58,597	(£63,821 - £76,352)
Project Advisor	0	1	+1	Grade 4 Level 2-5 / 80-88	£21.16 - £23.85	£38,614 - £43,523	£50,315 - £56,711
Transition Team Leader	1	1	0	Grade 3 Level 2 / 61-65	£15.98 - £16.94	£29,161 - £30,913	£37,998 - £40,280
Systems Officer	0	1	+1	Grade 3 Level 2	£15.98 - £16.94	£29,161 - £30,913	£37,998 - £40,280
Transition Assistant	3	2	-1	Grade 2 Level 2-4 / 37-57	£13.98 - £15.04	£25,512 - £27,447	£53,406 - £71,524
<b>Total</b>	<b>5</b>	<b>5</b>	<b>0</b>				<b>£179,717 - £208,795</b>

## 6. Financial Implications

- 6.1. The financial implications of the proposed changes and of the revised project team through until 31 March 2021, are summarised in the table above. Funding provision has been included within the Resource budget.

## 7. Other Implications

- 7.1. Failure to implement the new IT system within the timescale set would impact the ability to deliver services within the Resource. The risks associated with the delivery of the project have been reflected within the Resource Risk Register.
- 7.2. There are no sustainable development issues associated with this report.

## 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. Consultation will take place with employees and the appropriate Trade Unions.

**Daniel Lowe**

**Executive Director (Housing and Technical Resources)**

**Paul Manning**

**Executive Director (Finance and Corporate Resources)**

28 February 2019

## Link(s) to Council Values/Ambitions/Objectives

- ◆ Ambitious, self aware and improving
- ◆ Achieve results through leadership, good governance and organisational effectiveness
- ◆ Improve the the availability, quality and access to housing

**Previous References**

- ◆ Housing and Technical Resources Committee, 13 July 2016

**List of Background Papers**

- ◆ None

**Contact for Further Information**

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

Annette Finnan, Head of Housing Services

Ext: 845 5611 (Tel: 01698 455611)

E-mail: [annette.finnan@southlanarkshire.gov.uk](mailto:annette.finnan@southlanarkshire.gov.uk)



# Report

10

Report to: **Housing and Technical Resources Committee**  
 Date of Meeting: **20 March 2019**  
 Report by: **Executive Director (Housing and Technical Resources)**  
**Executive Director (Finance and Corporate Resources)**

Subject: **Central Homelessness Service – Establishment Change**

## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ request approval to make a change to the establishment to support the homelessness prevention services within the Central Homelessness Team

## 2. Recommendation(s)

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

- (1) that the change to the establishment as detailed in Section 5.1, be approved.

## 3. Background

- 3.1. In 2013/2014 an allocation of £46,000 was made to Housing and Technical Resources from tackling poverty funding was to support the provision of a Policy Officer (Homelessness Prevention).
- 3.2. During 2015, Executive Committee approved the decision to transfer Tackling Poverty monies direct to the Council resources responsible for delivering the programme. As a result, £46,000 mainstream funding was transferred to Housing and Technical Resources for the ongoing funding of the Policy Officer (Homelessness Prevention) post.
- 3.3. Supported by temporary funding from the European Social Fund in 2016, the Policy Officer post became part of a temporary team aimed at providing financial advice and support direct to homeless persons. This temporary funding and the project ended in December 2018.

## 4. Current Position and Next Steps

- 4.1. Homelessness prevention remains a core function within the central homeless service, which continues to provide advice and support to homeless and potentially homeless persons, including around financial capacity. The Policy Officer (Homelessness Prevention) role is a key part of this service and its further development.
- 4.2. It is now proposed that this post be added to the establishment on a permanent basis.

## **5. Employee Implications**

- 5.1. It is proposed that the Policy Officer (Homelessness Prevention) is added to the Resource establishment on a permanent basis as detailed below:-

<b>Post Title</b>	<b>No of Posts (FTE)</b>	<b>Grade SCP</b>	<b>Hourly Rate</b>	<b>Annual Salary</b>	<b>Total costs (including on costs)</b>
Policy Officer (Homelessness Prevention)	1.0	Grade 3, Level 2-4 SCP 61-74	£15.98 – £19.35	£29,161 - £35,311	£37,997 – £46,011

## **6. Financial Implications**

- 6.1. The financial implications of the proposed change are summarised in the table above. Funding provision is within the Resource budget and is provided through the mainstream Tackling Poverty monies as noted in paragraph 3.2.

## **7. Other Implications**

- 7.1. There are no sustainable development issues associated with this report.
- 7.2. Failure to provide services to support the prevention of homelessness would impact upon the delivery of the Local Housing Strategy and Rapid Rehousing Transition Plan.

## **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 Consultation will take place with employees and the appropriate Trade Unions.

**Daniel Lowe**

**Executive Director (Housing and Technical Resources)**

**Paul Manning**

**Executive Director (Finance and Corporate Resources)**

28 February 2019

## **Link(s) to Council Values/Objectives**

- ◆ Support our communities by tackling disadvantage and deprivation and supporting aspiration
- ◆ Protect vulnerable children, young people and adults

## **Previous References**

- ◆ Executive Committee 11 March 2015

## **List of Background Papers**

- ◆ None

**Contact for Further Information**

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

Annette Finnan, Head of Housing Services

Ext: 5611 (Tel: 01698 455611)

E-mail: [annette.finnan@southlanarkshire.gov.uk](mailto:annette.finnan@southlanarkshire.gov.uk)





# Report

**11**

Report to: **Housing and Technical Resources Committee**  
 Date of Meeting: **20 March 2019**  
 Report by: **Executive Director (Housing and Technical Resources)**

Subject: **Housing Allocation Policy**

## **1. Purpose of Report**

1.1. The purpose of the report is to:-

- ◆ request Committee approval for the introduction of the revised Housing Allocation Policy attached as Appendix 1

## **2. Recommendations**

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

- (1) that it be recommended to the Executive Committee that the amendments to the Policy arising from the statutory provisions of the Housing (Scotland) Act 2014, detailed in section 6, be approved effective from 1 May 2019;
- (2) that it be recommended to the Executive Committee that the mainstream housing aspects of the revised Policy, detailed in section 7, be approved and implemented from 1 May 2019; and
- (3) that it be recommended to the Executive Committee that the sheltered housing aspects of the Policy, detailed in section 8, be approved and implemented from 1 February 2020.

## **3. Background**

- 3.1. The current Housing Allocation Policy was approved by Executive Committee on 5 November 2008 and introduced in June 2009. Since its introduction, the Policy has been routinely monitored and a number of amendments made to reflect changes in legislation and to address particular local needs and circumstances.
- 3.2. Since 2009, progress updates on the Housing Allocation Policy have been presented to Housing and Technical Resources Committee through annual Letting Plan reports.
- 3.3. In accordance with the Housing and Technical Resources Policy Review Schedule, the Housing Allocation Policy has been subject to a full review during 2018/19. A key focus of the review has been to ensure that the policy is fully compliant with the legislative requirements of the Housing (Scotland) Act 2014. This Act introduces key changes to the legal framework for the allocation of social rented housing in Scotland which come into effect on 1 May 2019.

- 3.4. In addition, the review also considered local and national policy developments which are likely to impact on the Housing Allocation Policy, including:-
- ◆ regulatory requirements
  - ◆ the priorities set out within the Local Housing Strategy (LHS) 2017 to 2022
  - ◆ the Council and its partner's priority objectives to significantly reduce homelessness as detailed within the Rapid Rehousing Transition Plan (RRTP)

#### **4. Policy development process**

- 4.1. During the pre-consultation stage, to support the development of the consultative draft Housing Allocation Policy, a focus was placed upon ensuring the effective involvement of tenants, other customers and key stakeholders in the co-production of the consultative draft Housing Allocation Policy.
- 4.2. A particular focus was also placed on engagement with Elected Members which included:-
- ◆ an awareness session in May 2018 to provide an overview of the current Housing Allocation Policy and the context in which it was to be reviewed
  - ◆ a workshop event in December 2018 to discuss the consultative draft Housing Allocation Policy and key issues for consideration at a South Lanarkshire and local area level
- 4.3. Over the course of the last 18 months, officers have worked closely with tenant representatives from the Tenant Participation Co-ordination Group (TPCG). The TPCG were provided with support and independent advice throughout the process by the South Lanarkshire Tenant Development Support Project. The group met regularly to consider and discuss, current policy issues, local and national policy developments, legislative compliance and good practice.

#### **5. Formal consultation and engagement**

- 5.1. The discussions, views and comments received during this stage of the process informed the consultative draft Housing Allocation Policy which was published on the Council website for a 12 week formal consultation period from 21 November 2018 to 11 February 2019.
- 5.2. To assist stakeholders in providing views on the policy proposals, a survey, based on questions relating to key sections of the policy, was developed and made available online. The draft policy and survey questions were also issued to a wide range of local and national stakeholders, including:-
- ◆ Registered Social Landlords, Tenants and Residents Associations, Seniors Together, Youth Council, Housing Register Applicants, Disability Partnership Housing Sub Group, Lanarkshire Ethnic Minority Action Group, Veteran's 1st Point, National Autistic Society
- 5.3. In addition, consultation events also took place with specific interest groups such as homelessness service users, sheltered tenants and residents in the Council's Gypsy Traveller Sites.
- 5.4. Throughout the process over 500 responses were received. This feedback has been used to shape the revised Housing Allocation Policy.

- 5.5. Full details of the consultation process and feedback received is set out in the consultation report, which is available from the Council website. Production of this report is a specified requirement of the Housing (Scotland) Act 2014 and copies of the report are also available in the Elected Members library.
- 6. Proposed policy amendments required to reflect legislative requirements**
- 6.1. As noted at point 3.3., the Housing (Scotland) Act 2014 introduced a number of changes to the framework for the allocation of social rented housing in Scotland. Set out below are details of the key legislative changes and how these have been reflected within the revised policy.
- 6.2. Under occupancy
- 6.2.1. The Act introduced a new reasonable preference category of under occupation for tenants which all social landlords must take account of within their allocation policy. To meet this requirement, it is proposed that a new points category for under occupancy be introduced. This is confirmed in section 3 of the Policy. The majority of respondents supported the introduction of this points category, the associated criteria and the level of points awarded.
- 6.3. Owner Occupation
- 6.3.1. The Act provides social landlords with the ability to take property ownership into account as part of the assessment of an applicant's housing circumstances. The current Housing Allocation Policy is based on an assessment of the applicant and their household's need for housing and prioritises those with greatest need. As such, it is proposed not to take this into account within the Policy. A specific question on this was asked during the consultation, with the vast majority of stakeholders supportive of the proposal not to take account of home ownership.
- 7. Other key features of the revised Housing Allocation Policy**
- 7.1. In addition to the legislative amendments proposed to the Policy, set out in section 6, a number of other amendments are proposed in relation to the mainstream policy. These take account of local needs and circumstances as well as local and national policy developments.
- 7.2. The revised Housing Allocation Policy which remains fundamentally based upon meeting housing needs, is attached as Appendix 1 and reflects the feedback received during the formal consultation process.
- 7.3. In general, feedback received on the consultative draft Housing Allocation Policy was positive with support expressed in relation to a number of the key policy amendments proposed.
- 7.4. Policy aims
- 7.4.1. Broad support was expressed for the continuation of the Policy structure and aims set out in the revised Policy. The aims detailed within section 1 of the revised Policy include:-
- ◆ be responsive to local needs, demands and aspirations while making best use of available council housing stock
  - ◆ prioritise those assessed in most housing need
  - ◆ contribute to achieving balanced and sustainable communities

## 7.5. Policy structure

7.5.1. Section 3 sets out the proposed structure of the revised Policy and remains based on the following four housing lists:-

- ◆ Urgent Housing Need
- ◆ Transfer List
- ◆ Waiting List
- ◆ Other Categories

7.5.2. The categories of applicants defined within each of the above lists remain unchanged from the previous Policy with the exception of the Transfer List. It is proposed that in the revised Policy, only tenants of the Council and HomeFinder Registered Social Landlords (RSLs) will be placed on this list. All tenants of other RSLs will be placed on the Waiting List.

## 7.6. Other Proposed Policy Amendments

### 7.6.1 Points Categories

The definition of the points categories remain broadly the same as the previous Policy. In addition to the proposed introduction of under occupancy points, set out at 6.2 above, it is proposed to revise the criteria which applies to the award of insecurity points. This change will mean that tenants with a Private Residential Tenancy or an Assured Tenancy will not be considered to have insecurity of tenure.

### 7.6.2. Offers of Housing

Section 7 of the revised Policy confirms the number of offers of housing applicants are eligible to receive. In the case of priority applicants (Urgent Housing Need, Other Categories and Tied Tenants), it is proposed that applicants will receive 1 offer of housing as a priority applicant. Transfer and Waiting List applicants will continue to receive 2 offers of housing. In general, this approach was supported by respondents.

### 7.6.3. Suspension of applications

Section 7 of the Policy also sets out the reasons and circumstances in which an application for housing may be suspended. Within the revised Policy there are no changes proposed to the reasons and circumstances for suspension. To reflect statutory and good practice guidance, it is proposed that the suspension timescales are increased up to a maximum of 36 months.

## 7.7. Local Letting Plans

7.7.1. Local Letting Plans (LLPs) have been a key aspect of the Policy since 2009 and will continue to feature in section 6 of the revised Policy. This approach was supported by the majority respondents during consultation.

7.7.2. A separate LLP report, setting out performance against 2018/2019 letting targets and requesting approval for the 2019/2020 letting targets and initiatives, is also being presented on this Housing and Technical Resources Committee agenda.

## 8. **Proposed amendments to sheltered housing aspect of the Policy**

8.1. Section 11 of the revised Policy sets out specific rules for the allocation of sheltered housing in South Lanarkshire.

- 8.2. The overarching aims of the Policy apply to sheltered housing, with the additional aim to allocate properties to applicants who enjoy living independently but also need the reassurance and support provided by the sheltered housing service.
- 8.3. In developing the sheltered housing proposals, a particular focus has been placed on ensuring the Policy is clear and prioritises those in most need of the sheltered housing service.
- 8.4. There are 2 key changes proposed to the sheltered housing aspect of the revised Policy, both of which were supported by the majority of respondents:-

♦ **Qualifying criteria**

It is proposed that the age of an applicant for sheltered housing be increased from 60 to 66 years of age. In addition an applicant must also be retired (or if a couple, one must be retired) from full time employment

♦ **Assessment of needs**

It is proposed that applicants will continue to be eligible for housing need points as set out in section 3 of the revised Policy. In addition, a separate assessment of an applicant's need for the services provided by sheltered housing will be carried out. The assessment will award a level of points which will aim to ensure those assessed as having the highest need for the sheltered housing service will be prioritised for an offer of housing

- 8.5. Given the change in approach to the assessment of sheltered applicants and in order to carry out an effective assessment of an individual's needs, it is proposed, that the sheltered aspect of the Housing Allocation Policy be implemented from 1 February 2020.

**9. Next steps**

- 9.1. To prepare for and ensure the effective implementation of the revised Policy, the following key actions will be progressed:-

- ♦ revised procedural guidance and training for staff to ensure a consistent approach is taken to the allocation process
- ♦ modifications to the Housing Management IT system to ensure effective management, monitoring and reporting on the revised Policy
- ♦ revised documentation and publicity materials developed
- ♦ communication of the Policy changes to applicants and other stakeholders

- 9.2. A progress update on the Policy will be presented to Housing and Technical Resources Committee at the end of the first year of implementation.

**10. Employee Implications**

- 10.1 There are no employee implications associated with this report.

**11. Financial Implications**

- 11.1 There are no financial implications associated with this report.

**12. Other Implications**

- 12.1 There are no implications in terms of risk or sustainability associated with the information contained in this report.

### **13. Equality Impact Assessment and Consultation Arrangements**

- 13.1 A screening determination was completed in relation to the Strategic Environmental Assessment (SEA) which confirmed there is no need for a separate SEA for the Housing Allocation Policy. The final signed determination and letter to the SEA Gateway were published and submitted on 23 January 2019.
- 13.2. An equality impact assessment (EqIA) was undertaken during the development of the revised Housing Allocation Policy to identify and mitigate any negative impacts and seek opportunities to promote equality. An EqIA report was completed and is published on the Council website.
- 13.3. Extensive consultation was undertaken to support the development of the revised policy (see Sections 4 and 5 above).

**Daniel Lowe**

**Executive Director (Housing and Technical Resources)**

28 February 2019

#### **Link(s) to Council Values/Ambitions/Objectives**

- ◆ Improve the availability, quality and access of housing
- ◆ Improve later life

#### **Previous References**

- ◆ Executive Committee, 5 November 2008

#### **List of Background Papers**

- ◆ Housing Allocation Policy Consultation Report – February 2019

#### **Contact for Further Information**

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

Annette Finnan, Head of Housing Services

Ext: 5611 (Tel: 01698 455611)

E-mail: [annette.finnan@southlanarkshire.gov.uk](mailto:annette.finnan@southlanarkshire.gov.uk)

## **South Lanarkshire Council Housing Allocation Policy**

**March 2019**

<b>Contents</b>	<b>Page</b>
<b>Section 1      Introduction</b>	<b>3-4</b>
1.1      Background	
1.2      Aims of the policy	
1.3      Consultation	
1.4      Access to information	
1.5      Equal opportunities	
1.6      Service standards	
<b>Section 2      Applying for a house</b>	<b>5-7</b>
2.1      HomeOptions	
2.2      Who can apply for housing	
2.3      How to apply for housing	
2.4      Applying for sheltered housing	
2.5      Applying for amenity or adapted housing	
2.6      Applying for multi storey housing	
2.7      Areas of choice	
2.8      Combining applications	
2.9      Joint working arrangements:	
Referral of homeless applicants to RSLs	
Nomination agreements	
<b>Section 3      Housing lists and priorities</b>	<b>8-14</b>
3.1      HomeFinder – our housing register	
3.2      Urgent housing need	
3.3      Transfer list	
3.4      Waiting list	
3.5      Other categories	
3.6      Definition of points categories available to Transfer and Waiting list applicants:	
Medical need	
Insecurity of tenure	
Tied tenants	
Overcrowding	
Care and support	
Under occupancy	
3.7      Summary of points categories	
<b>Section 4      Occupancy standard</b>	<b>15-16</b>
<b>Section 5      Allocations between the housing lists</b>	<b>17</b>
<b>Section 6      Local letting plans</b>	<b>18</b>



<b>Section 7</b>	<b>Managing applications for housing</b>	19-23
7.1	Offers of housing – Transfer and Waiting list	
7.2	Offer of housing to priority applicants	
7.3	Cancellation of housing applications	
7.4	Suspension of housing applications	
7.5	Information provided to suspended applicants	
7.6	Deferment of housing applications	
7.7	Review of housing applications	
7.8	Change of applicant's circumstances	
7.9	Change of applicant's preferences	
<b>Section 8</b>	<b>Medical assessment and priorities</b>	24-25
8.1	Medical points	
8.2	Medical priority	
<b>Section 9</b>	<b>Appeals and complaints</b>	26-27
9.1	Allocation appeals	
9.2	Homelessness appeals	
9.3	Complaints	
9.4	Arrangements for monitoring and reviewing the policy	
9.5	The Scottish Housing Regulator	
<b>Section 10</b>	<b>Miscellaneous provisions</b>	28-29
10.1	Residence and contact with children	
10.2	Expectant mothers	
10.3	Fostering and adopting children	
10.4	Part-time occupants	
10.5	Joint tenancies	
10.6	Mutual exchanges	
<b>Section 11</b>	<b>Sheltered housing – assessment and priorities</b>	30-32
11.1	Introduction	
11.2	Aims of the policy	
11.3	HomeOptions	
11.4	Who can apply	
11.5	How to apply	
11.6	Choice of sheltered development	
11.7	The housing register	
11.8	Assessing need for sheltered housing	
11.9	Allocation process	

## **Section 1 - Introduction**

### **1.1 Background**

This policy sets out how vacant Council housing in South Lanarkshire will be allocated. Following consultation, the policy was approved by Housing and Technical Resources Committee on 20 March 2019 and is effective from 1 May 2019.

The policy was developed in accordance with the Housing (Scotland) Act 1987, as amended by the Housing (Scotland) Act 2001, the Housing (Scotland) Act 2014 and other relevant legislation.

### **1.2 Aims of the policy**

The policy aims to:-

- be responsive to local needs, demands and aspirations to ensure the best use of available Council housing stock
- make sure that those assessed as being in most housing need are prioritised
- make sure that the allocation process helps to achieve balanced and sustainable communities
- be fair, transparent and consistent in the allocation of all Council housing
- comply with all relevant legislation
- make sure that equality of opportunity is achieved in the allocation of Council housing

A monitoring framework has been developed to ensure that the policy aims are being met. On an annual basis the policy outcomes will be reported to a range of relevant audiences including Housing and Technical Resources Committee and tenant representatives.

### **1.3 Consultation**

The Housing (Scotland) Act 2014 requires the Council to prepare and publish a report on the consultation carried out during the development of the allocation policy. A copy of the consultation report is available from the Council's website (*hyperlink to be added following approval*).

### **1.4 Access to information**

Any information that is held regarding an individual must be treated lawfully and correctly in line with the safeguards outlined in the General Data Protection Regulation 2016 (GDPR); which requires data to be:

- lawfully, fairly and transparently processed
- processed for limited purposes
- adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed
- accurate and kept up to date
- kept no longer than the period necessary and
- kept securely against unauthorised or unlawful processing and protected against accidental loss, destruction or damage.

The processing shall be carried out in a way that ensures compliance with the rights of data subjects, including:

- the right to be informed
- the right of access
- the right to rectification
- the right to erasure (so far as applicable)
- the right to restrict processing
- the right to data portability (so far as applicable)
- the right to object to processing (including profiling); and
- the right not to be subject to fully automated decision making including profiling.

Further information is available by viewing the Council's Privacy Policy, Data Sharing Policy, Information Security Policy and Information Compliance Policy.

## **1.5 Equal opportunities**

South Lanarkshire Council has an Equality and Diversity Policy which is committed to the principle that everyone has the right to be treated with dignity and respect. In relation to the allocation of council housing, this policy is consistent with the requirements of the Equality and Diversity Policy and ensures that we act fairly and lawfully in all that we do. We do not discriminate against applicants in any way on the grounds of age, disability, gender, gender identity (reassignment), marriage and civil partnership, pregnancy and maternity, race, religion or belief or sexual orientation.

To support this and as part of the development of the policy, an equality impact assessment has been carried out to ensure that the policy is inclusive and does not unfairly disadvantage any of the particular groups detailed above. A copy of the impact assessment is available on the Council's website at [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk). The Council will continue to monitor the policy to ensure that it achieves all equalities objectives set.

If any applicant feels that they have been treated unfairly they have the right, through the appeals process, to have their case reviewed. Section 9 provides further details on the appeals process.

If information in another language or format is required, please contact the Council to discuss how these needs can best be met by e-mailing [equalities@southlanarkshire.gov.uk](mailto:equalities@southlanarkshire.gov.uk).

## **1.6 Service standards**

The Service standards relating to the allocation policy are detailed on the Council's website at [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk).

## **Section 2 - Applying for a house**

### **2.1 HomeOptions**

It is important that people have the information that they need to make informed choices about their housing options.

HomeOptions, an online housing information system, can help individuals find out about the housing options available in South Lanarkshire. HomeOptions is a self-assessment service that asks a number of simple questions about an individual's circumstances. Once all the questions are completed, HomeOptions will provide a personal plan detailing the housing options that are most suitable.

Applicants can access HomeOptions on the Councils' website at [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk).

### **2.2 Who can apply for housing?**

In accordance with the terms of the Housing (Scotland) Act 1987, as amended by the Housing (Scotland) Act 2001, applicants aged 16 years or over can be included on the housing register provided that they are not prevented from doing so by immigration or any other relevant legislation.

### **2.3 How to apply for housing**

Information on applying for a house is available from the Council's website at [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk).

If, as a result of ill health or a disability, an applicant needs assistance in applying for a house, they can contact the Council to discuss how best these needs can be met.

### **2.4 Applying for sheltered housing**

While the process for applying for sheltered housing is the same as detailed at 2.3, there are additional qualifying requirements in relation to the allocation of sheltered housing. Section 11 provides further details on how to apply for sheltered housing and how sheltered properties are allocated in South Lanarkshire.

### **2.5 Applying for amenity or adapted housing**

A number of council properties have been purpose built or adapted to meet specific needs of different groups of applicant, for example, older people, people with a physical disability or with restricted mobility. Priority for this type of accommodation is given to those who have been assessed as having appropriate needs.

### **2.6 Applying for multi-storey housing**

This property type is considered unsuitable for households with children; therefore households with children under 16 years will generally not be considered for an offer of this property type.

## **2.7 Areas of choice**

The Council's housing stock is divided into management areas and within each area, the housing stock is further divided into a number of letting areas. Letting areas vary in size but in general reflect areas that are commonly recognised and requested by applicants.

Applicants can apply for housing in any area of South Lanarkshire and can select as many letting areas as they wish.

Further information is available on the Council's website at [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk).

## **2.8 Combining applications**

There are situations where applicants may wish to submit a joint application for housing with someone else.

### **Applicants who currently live separately**

Applicants who live separately will be assessed on the combined housing needs of the household.

Where one or both applicants have previously made an application for housing, the joint application will be assessed based on the combined needs of the household. Points are awarded based on the applicant who has the highest level of assessed housing need points and the earlier date of application.

### **Applicants who have moved in together**

Where two applicants have separate existing applications for housing and then subsequently move in together, their circumstances will be re-assessed on a joint basis according to their current housing circumstances and earliest date of application.

In both circumstances, if applicants subsequently wish to be considered individually for housing, their application will be assessed from the original date of application and in accordance with their current housing circumstances.

## **2.9 Joint working arrangements**

The Council operates HomeFinder, a Common Housing Register with a number of Registered Social Landlords (RSLs) with properties in South Lanarkshire.

HomeFinder makes it easier for applicants to apply for housing with the Council and participating RSLs through a single housing application form.

More details on HomeFinder and the Council's partners can be found on the Council's website at [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk).

Joint working arrangements are in place with other RSLs who are not part of HomeFinder but have properties in South Lanarkshire.

## **Referral of homeless applicants to RSLs**

In accordance with Section 5 of the Housing (Scotland) Act 2001, and to assist with meeting the demand for housing from homeless applicants, the Council can request RSLs with properties within South Lanarkshire to provide applicants with housing, if they have been assessed as homeless (this is known as a Section 5 referral).

Before a Section 5 referral is made the Council will take account an applicant's needs and preferences and the availability of suitable housing. The key aim of the Section 5 referral is to ensure that applicants are housed appropriately and as quickly as possible.

## **Nominations agreements**

The Council's agreement with RSLs sets out how the nomination process works in practice and the systems in place for monitoring.

When applying to the Council for housing, individuals can select other RSLs who have housing in areas they have chosen.

## Section 3 – Housing list and priorities

### 3.1 HomeFinder - the housing register

The housing register is made up of four separate lists. Applications will be assessed according to the individual circumstances of the applicant and placed on **one** of the following four lists:

- **Urgent housing need**
- **Transfer list**
- **Waiting list**
- **Other categories**

Points 3.2 to 3.6 below, provide details of the qualifying criteria for each of the lists and the points categories.

### 3.2 Urgent housing need

This list contains the following three categories of applicant;

- **Homeless applicants**

Homeless persons and persons threatened with homelessness, who have unmet housing needs and to whom the Council has a legal duty to provide permanent accommodation under the Housing (Scotland) Act 1987, as amended by Housing (Scotland) Act 2001, the Homelessness Etc. (Scotland) Act 2003 and the Housing (Scotland) Act 2014.

- **Applicants with an urgent medical need**

Applicant (or member of the moving household) whose circumstances have been assessed and it is found that:

- they have an extremely serious and enduring medical condition; **and**
- they are unable to occupy their present accommodation because it is wholly unsuitable in light of their medical needs; **and**
- their present property cannot be adapted or health/care support services cannot be provided.

Section 8 provides further details on the medical categories and assessment process.

- **Members of H.M. Forces**

Applicants who have completed a minimum of three years' service, have been injured in combat or have been discharged on medical grounds; and

- lived in South Lanarkshire immediately prior to commencing service; or
- whose partner is permanently resident in South Lanarkshire or previously lived in South Lanarkshire immediately prior to commencement of service, marriage/relationship; or
- parents or kinship care are permanently resident within South Lanarkshire; or
- have an offer of full-time employment within South Lanarkshire.

Priority under this category will be awarded up to six months prior to and up to six months following the date of discharge from the service. Applicants will be required to provide confirmation of their date of discharge and the period of their service either in the form of a letter from a senior officer or by providing a copy of their certificate of discharge.

Applicants placed on the Urgent Housing Need list are considered to have the highest priority for housing and will be placed solely according to the date of application or date of application for urgent medical need or date H.M. Forces priority was awarded.

If placed on the Urgent Housing Need list we aim to make an offer of housing which matches applicant's preferences within a reasonable timescale. To assist in achieving this aim, applicants cannot be unreasonably restrictive in terms of the area or property choices made and these preferences will be regularly reviewed to make sure that they are reasonable.

If an applicant's preferences are considered too restrictive or limited, an offer of housing will be made which the Council consider to be reasonable in light of assessed needs.

Applicants will receive one offer of housing as an applicant with the highest priority. Where applicants unreasonably refuse this offer, their circumstances will be reassessed and will be placed on one of the other lists, where they will be eligible to receive a further two offers of housing.

One reasonable offer of housing made to a homeless applicant will discharge our legal duty under the relevant homelessness legislation.

### **3.3 Transfer list**

Applicants will be placed on this list if they are:

- a tenant of South Lanarkshire Council; or
- a tenant of a housing co-operative which manages properties on behalf of South Lanarkshire Council; or
- a tenant of a HomeFinder partner living in South Lanarkshire; or
- a tied tenant of South Lanarkshire Council.

Applications will be assessed on the basis of the points categories outlined at point 3.6.

Applicants will be placed on the Transfer list in order of the applicant with the highest combined points total (most need).

Where more than one applicant has the same level of points, the date of application for housing will be used to determine the priority placing on the list.

### **3.4 Waiting list**

Applicants will be placed on this list if they are:

- a tenant of another local authority or non HomeFinder Registered Social Landlord
- a sub tenant or lodger
- living care of relatives, friends or others
- an owner occupier
- individuals living in houses in multiple occupation (for example, hostels)
- a tied tenant who is not employed by South Lanarkshire Council



- Short Assured Tenancy, an Assured Tenancy, or a tenant within the private sector with a short Private Residential Tenancy

Applicants will be assessed on the basis of the points categories outlined at point 3.6. Applicants will be placed on the waiting list in order of their combined points total (most need).

Where more than one applicant has the same level of points, the date of application for housing will be used to determine the priority placing on the list.

### 3.5 Other Categories

Applicants will only be placed on this list in exceptional circumstances where their housing need cannot be effectively met through any of the other lists. As the needs of those placed within this list are likely to be varied, each applicant will be considered for housing on the basis of their individual circumstances. Examples of applicants who may be eligible to be placed on this list include:

- applicants with significant community care needs, such as those returning to the community from long stay residential care
- applicants who have previously been in the care of the local authority
- applicants living in accommodation which does not meet the tolerable standard
- applicants who require to be re-housed as part of a regeneration programme.

The examples provided above are not exhaustive and other circumstances will be considered on an individual basis.

All applicants placed on the Other Categories list will be considered to have the same urgent need for re-housing. Priority on the list will be determined by the individual circumstances of applicants and **not** on the basis of an award of points.

If placed on this list, applicants are likely to have a need for a specific type of housing. This means that they will only be offered a property type which is suitable for their needs.

If placed on the Other Categories list, the Council aims to house applicants within a reasonable timescale and make an offer of housing which matches their preferences. To assist in achieving this aim, applicants cannot be unreasonably restrictive in terms of the area or property choices made and these preferences will be regularly reviewed to ensure that they are reasonable.

If it is considered that preferences are too restrictive or limited, an offer of housing will be made which is considered to be reasonable in light of assessed needs.

Applicants will receive one priority offer of housing as an applicant within this category. Where applicants unreasonably refuse this offer, their circumstances will be reassessed and will be placed on one of the other lists, where they will be eligible to receive a further two offers of housing.

Section 7 of this document provides further details on this and information on offers of housing can be found at [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk).

### **3.6 Definition of points categories available to Transfer and Waiting list applicants**

Set out below are the points categories available to Transfer and Waiting list applicants.

#### **Medical need**

Medical points will only be awarded if:

- the applicant or a member of their household has been assessed as having a medical condition; **and**
- their present accommodation is unsuitable in light of their medical needs; **and**
- cannot be adapted and/or health/care support services cannot be provided to meet their needs.

Section 8 provides further details on the medical assessment process and the definition of the priority categories.

**Points available: 120 points**

#### **Insecurity of tenure (only available to waiting list applicants)**

Insecurity of tenure points will only be awarded to applicants who are considered not to have security of tenure. Insecurity of tenure points will not be awarded to applicants who have a Scottish Secure Tenancy, an Assured Tenancy or a Private Residential Tenancy within the private rented sector or own their own home.

Where an applicant has a Private Residential Tenancy or an Assured Tenancy and received a Notice to Quit (non-conduct grounds), then they will be eligible for points under this category.

**Points available: 60 points**

#### **Tied tenants**

Tied tenant points will only be awarded if applicants are required to leave tied accommodation as a result of one of the following reasons:

- redundancy;
- retirement;
- ill health; or
- death of a spouse.

Applicants will not be awarded points if they:

- voluntarily gave up their employment; or
- have been dismissed as a result of their own actions.

Applicants must be able to demonstrate that they are required to live in the tied accommodation in order to carry out their job and occupancy of the house is a specific condition of their employment.

Points will not be awarded where applicants are merely allowed (rather than required) to live in accommodation because of the job they are doing.

Applicants will be required to provide written confirmation from their employer:

- of their length of service
- if their employment is being terminated
- if they are required to leave the tied tenancy
- of the reason for termination of employment and
- of the date they are required to vacate the property.

Applicants will only be awarded points under this category if:

- employment and accommodation are within South Lanarkshire; and
- length of service is in excess of two years.

Points will be awarded under this category up to six months prior to and up to six months following the tenancy termination date.

Applicants will not be eligible for points under this category if they obtain permanent accommodation, i.e. where:

- applicants have a Scottish Secure Tenancy from another local authority or Registered Social Landlord; or
- applicants have an Assured Tenancy or a Private Residential Tenancy; or
- applicants have purchased a property.

For applicants assessed as a tied tenant we aim to make them an offer of housing which matches their preferences within a reasonable timescale. To assist us to achieve this aim, applicants cannot be unreasonably restrictive in terms of the area or property choices they have made. These preferences will be regularly reviewed to make sure that they are reasonable. Applicants will not be able to select only one housing area or type of property unless this has been identified as the only housing option that meets their needs.

If the Council considers applicants preferences as too restrictive or limited, an offer of housing will be made which is considered to be reasonable in light of assessed needs.

Applicants will receive one priority offer of housing as an applicant within this category. Where applicants unreasonably refuse this offer, their circumstances will be reassessed and they will be placed on one of the other lists, where they will be eligible to receive a further two offers of housing.

Applicants awarded tied tenant points will not qualify for points under any of the other categories.

**Points available:        150 points**

### **Overcrowding**

Overcrowding points will be awarded if applicants are currently occupying a property which is too small for their households needs (under the terms of the occupancy standard – see Section 4).

Applications will be pointed on the basis of the number of bedrooms that the household requires in order to meet the occupancy standard, regardless of the property size applicants qualify for.

The table below provides details of the points available under this category.

<b>Additional bedrooms required</b>	<b>points awarded</b>
1 additional bedroom required	40
2 additional bedrooms required	80
3 additional bedrooms required	120
4 additional bedrooms required	160

**Points Available: 40 points per extra bedroom required up to a maximum of 160 points**

### **Care and support**

Care and support points will be awarded if an applicant is applying to move house to give care and support, or to receive care and support.

Applicants will only receive points under this category if they can demonstrate that:

- the care and support is essential to allow either the applicant or the person they care for, to remain in their own home
- it is not reasonable for the carer to provide the level of care and support unless they live closer to the person requiring the care and support; or
- if the carer is no longer able to provide support it will place a significant demand on care services.

Points under this category will only be awarded for specific letting areas that are within reasonable distance of the person providing/requiring the care and support. Individual circumstances and availability of accommodation will be taken into account when considering letting area preferences (e.g. ability to access transport).

**Points available: 60 points**

### **Under occupancy**

Under occupancy points will be awarded if:

- the applicant is a current tenant of South Lanarkshire Council or a HomeFinder Registered Social Landlord; and
- the applicant and their household do not require all of the bedrooms in their current home.

In line with the occupancy standard (see Section 4), points will be awarded for each bedroom applicants do not require. Applicants living in a one or two bedroom property, which is suitable in terms of the occupancy standard, will not be eligible to receive under occupancy points.

The table below provides details of the points available under this category.

<b>Under occupancy criteria</b>	<b>points awarded</b>
Household requires 1 bedroom less	10
Household requires 2 bedrooms less	20
Household requires 3 bedrooms less	30
Household requires 4 bedrooms less	40

### 3.7 Summary of points categories

Set out below is a summary of the points categories detailed in 3.6 above.

Points category	Points awarded	List eligibility
Medical need	120	Transfer list Waiting list
Insecurity of tenure	60	Waiting list
Tied tenants	150	Transfer list Waiting list
Overcrowding	40 points per additional bedroom required to a maximum of 160 points	Transfer list Waiting list
Care and support	60	Transfer list Waiting list
Under occupancy	10 points for each bedroom not required	Transfer list

## Section 4 - Occupancy Standard

### 4.1 The standard

The standard set out below is used to determine the number of rooms that the applicant and their household require.

A separate bedroom is required by:

- a single person aged 16 years and above
- a couple
- two children of the opposite sex unless one is aged eight years or over, in which case each child will require a separate bedroom
- two children of the same sex under 16 years, unless the age difference is 10 years or over.

It should be noted that in calculating the occupancy standard, no more than two people, regardless of age, are expected to share a bedroom.

### 4.2 Size of property

The table below provides details of the size(s) of property that applicants can choose, based on their household composition.

Number of bedrooms required	1	2	3	4	5
Bedroom sizes that can be chosen	Bedsit 1 2	2	3	3 4	4 5

Given the variations in the supply and demand profile across South Lanarkshire, it may be necessary in some areas to vary the above occupancy standard. Variations from the general occupancy standard are detailed within local letting plans. Section 6 provides further details on local letting plans.

#### ***Rules on the occupancy standard***

Applicants can select the size(s) of property that meets their household's needs as determined by the occupancy standard:

- if applicants are living in an overcrowded situation and there is no accommodation of the size required within their area(s) of choice, then they can be considered for accommodation which is smaller than their needs if it eases their overcrowding
- if applicants have equal or majority access to a child(ren), they can select the size of property required by their household when all members are permanently resident
- where applicants have overnight access to a child(ren), they can select a property size which provides one bedroom more than they would otherwise be entitled to under the occupancy standard. If they are already placed on the list for one bedroom more than their permanent household requires, they are not able to be placed for an additional bedroom.

Further details on the rules in relation to contact with children are provided in Section 10, Miscellaneous Provisions.

In addition to the above, there may be special circumstances in which the occupancy standard would be varied to allow an additional bedroom. For instance, if applicants or a member of their household, requires an additional room to receive medical treatment from home, or have a development disability such as Autism Spectrum Disorder (ASD) that would have an adverse impact on another child who shares a bedroom.

## **Section 5 - Allocations between the housing lists**

### **5.1 Setting Targets**

The Council is committed to ensuring that the allocation process is transparent and accountable. At the beginning of each financial year, the Council sets and publishes banded targets for the percentage of lets intended to offer applicants placed within each of the housing lists.

The targets will be set at both a South Lanarkshire and local level and will be approved by Housing and Technical Resources Committee. The targets will be informed by local needs and circumstances as well as supply and demand information summarised within local lettings plans. The local targets are likely to vary from the South Lanarkshire target, to reflect the different needs that exist across the area. Section 6 provides further details on local lettings plans.



## **Section 6 - Local lettings plans**

### **6.1 About local letting plans**

Local letting plans have been developed for each of the management areas of South Lanarkshire. The plans set out in detail where and how it is intended to vary the allocation policy at a local area level to take account of the supply of housing and the needs and demands that exist locally.

All local letting plans have been developed in consultation with tenants, Registered Social Landlords, partners and other service users.

The plans clearly state aims and objectives which are consistent with those detailed within the allocation policy and in the South Lanarkshire wide letting plan.

Local letting plans are monitored and reviewed to ensure that the outcomes from the plans are consistent with the aims of the allocation policy. On an annual basis, the Council will report on and publish details of performance during the year and revise the letting targets for the year ahead.

The existence of local letting plans ensure that a more flexible and strategic approach is taken to the allocation of housing in South Lanarkshire.

## Section 7 - Managing applications for housing

### 7.1 Offers of housing – Transfer and Waiting list

Applicants will be eligible to receive up to two reasonable offers of housing which meet the preferences as stated on their housing application, based on the following:

- area of choice
- size of property
- type of property
- any other specific requirements.

The Council will consider an offer to be reasonable if it meets the preferences stated on the application, based on the criteria set out above.

Before an offer of housing is made, account will be taken of the applicant's individual needs and circumstances, the effective use of stock and any impact on the wider community. The overall objective is to address housing need in accordance with the policy. This is consistent with both the principles of our Equality and Diversity Policy and the common aims and objectives agreed by the Council and HomeFinder partners.

If applicants refuse an offer of housing, contact will be made to discuss their preferences and housing options in more detail. The Council aims to provide relevant housing options advice and information on supply, turnover and demand to ensure applicants can make informed choices about their preferences.

If applicants refuse a second reasonable offer, their application will be suspended for a period of six months. At the end of this period, the application will be reinstated and the applicant will be eligible to receive a further two offers.

### 7.2 Offers of housing to priority applicants

If applicants are considered to have a priority for housing, i.e. they are placed on the Urgent Housing Need list or Other Categories list, they will receive **one** offer of housing as a priority applicant.

If applicants unreasonably refuse the offer made to them on this basis, their application will be re-assessed and they will be placed on one of the other housing lists.

### 7.3 Cancellation of housing applications

Housing applications will only be cancelled from the housing register in the following circumstances:

- applicants have requested that it be removed from the register (in writing or by e-mail)
- the Council has been notified of the applicant's death
- applicants have failed to respond to the review of their application
- applicants have persistently failed to respond to correspondence from us requesting contact
- applicants housing need has been met, either by us, by mutual exchange, by obtaining a Scottish Secure Tenancy or as a result of purchasing a property
- the Council has established that the applicant has no legal right to a tenancy.

## 7.4 Suspension of housing applications

In certain circumstances it may be appropriate to suspend an application for housing for a period of time. Where applications have been suspended applicants will not be considered for or receive an offer of housing during the period of the suspension. A suspension will not affect an applicant's points level.

Set out in the table below are details of the reasons and circumstances which will result in an application for housing being suspended and details of the timescale that the suspension is likely to apply.

	<b>Suspension reasons and circumstances where a suspension will apply</b>	<b>Rules and timescale of suspension</b>
<b>1</b>	<p><b>Anti-social behaviour</b> - by an applicant or a member of their household</p> <p>The list below provides examples of the types of behaviour that we consider to be anti-social. It should be noted that the list is not exhaustive:</p> <ul style="list-style-type: none"> <li>• annoyance, harassment, violent or intimidating behaviour towards staff members, neighbours or others</li> <li>• criminal convictions relating to a tenancy e.g. drug dealing, prostitution, fire raising</li> <li>• extensive damage caused to a landlords property</li> <li>• Anti-Social Behaviour Order granted</li> <li>• Eviction decree granted relating to anti-social behaviour</li> <li>• established and sustained pattern of conduct considered anti-social.</li> </ul>	<p>Where the applicant has an existing application for housing and anti-social behaviour has been established or under investigation, the application will be suspended.</p> <p>Where an offer of housing has been made to the applicant, the offer will be held pending the outcome of any investigation.</p> <p>Where the anti-social behaviour has been established, the application will be suspended and the offer of housing withdrawn (where relevant).</p> <p><b>Suspension timescale - up to 36 months</b></p> <p><b>(suspension timescale subject to nature and severity of the anti-social behaviour)</b></p> <p>Following application of the suspension, the case will be reviewed by the Area Housing Manager to determine whether:</p> <ul style="list-style-type: none"> <li>• the applicant can demonstrate their ability to behave in such a way as not to cause harassment, nuisance or annoyance to others.</li> <li>• the household will be able to maintain a future tenancy in an acceptable manner.</li> </ul>

	<b>Suspension reasons and circumstances where a suspension will apply</b>	<b>Rules and timescale of suspension</b>
<b>2</b>	<p><b>Tenancy related debt</b> - attributable to the applicant as a tenant of a social rented landlord and accrued within the previous 3 years</p> <p>Suspension will be applied where the applicant has rent arrears or any other tenancy related debt (for example, rechargeable repairs/service charges). Exceptions to this would be where:</p> <ul style="list-style-type: none"> <li>the debt has been paid off in full</li> <li>the level of debt is equivalent to or less than a month's full rent before any benefit adjustments</li> <li>an agreement with the tenant has been made to pay the debt off and this has been maintained for at least three months and is continuing</li> <li>the debt is not the responsibility of the applicant as a tenant</li> </ul>	<p><b>Suspension timescale - up to 36 months</b></p> <p>The suspension will be lifted in the following circumstances:-</p> <ul style="list-style-type: none"> <li>immediately following full payment of the debt; or</li> <li>where an arrangement to pay off the debt has been maintained for a minimum of three months; or</li> <li>where the debt has been reduced to less than a month's rent</li> </ul>
<b>3</b>	<p><b>Breach of tenancy condition(s)</b></p> <p>Suspension will be applied where the applicant is a current tenant of a Council or Registered Social Landlord and has breached their tenancy conditions. For example;</p> <ul style="list-style-type: none"> <li>unsatisfactory condition of property, garden, common areas, disposal of rubbish, wilful damage, vandalism, control of pets</li> <li>where alterations/improvements have been carried out on a property without the relevant approval from the Council or Registered Social Landlord</li> </ul>	<p><b>Suspension timescale – up to 36 months</b></p> <p>Suspension will be lifted as soon as the Council or Registered Social Landlord is satisfied that the condition of the property, or any other breach of tenancy, has improved to a satisfactory level.</p> <p>The suspension will continue until the landlord is satisfied that the property has been brought up to a satisfactory condition and that any rechargeable repairs associated with bringing the property up to a satisfactory standard have been paid.</p>
<b>4</b>	<p><b>Refusal of a second offer of housing</b></p> <p>Suspension will be applied where the applicant has refused a second reasonable offer of housing within a 12 month period (made in accordance with the applicant's preferences).</p>	<p><b>Suspension timescale - 6 months</b></p>

	<b>Suspension reasons and circumstances where a suspension will apply</b>	<b>Rules and timescale of suspension</b>
<b>5</b>	<b>Fraud, false or misleading information</b>  Suspension will be applied where the applicant has deliberately misrepresented information in order to gain advantage over other applicants in housing need.	<b>Suspension timescale - up to 36 months</b>

## **7.5 Information provided to suspended applicants**

Where a decision has been taken to suspend an application for housing, the following information will be provided:

- the reasons for the suspension
- the implications of the suspension
- the period of the suspension
- the process for appeal against the suspension (see Section 9 – appeals and complaints)
- the steps to be taken in order to have the suspension lifted; and
- the information, advice and support will be provided to assist applicants.

## **7.6 Deferment of housing applications**

An application for housing will be deferred from the housing register where:

- either the applicant has indicated that they are not currently seeking to be housed but wish their application to be considered at a later date; or
- we have agreed a housing plan with the applicant and it is appropriate to defer the application for a period of time.

Once an application has been deferred, the applicant will not be considered for housing, however a deferment will not affect the points level. The Council will agree the period of the deferment with the applicant and advise them when this has ended.

## **7.7 Review of housing applications**

It is important that the information held in respect of applications accurately reflects the applicant's current housing situation. On a regular basis, the Council will contact applicants to verify that the information held remains up-to-date and accurate.

If an applicant fails to respond, their application will be cancelled.

If an application is cancelled due to failure to respond to the review, it will only be re-instated if it can be demonstrated that the individual had good reason for not responding.

## **7.8 Change of applicant's circumstances**

As noted at point 7.7 above, the Council will contact applicants on a regular basis to confirm the application details. Applicants are also required to inform the Council, in writing or by e-mail, of any changes in circumstances as this may have an effect upon the application, for example:

- if the applicant moves house
- if the applicant leaves or joins another household
- if a member of the household reaches either 8 or 16 years of age.

Changes to applications will be processed in accordance with the Council's service standards, see point 1.6.

In addition, applicants must ensure that the Council is informed of any change to their contact details. If the Council is unable to contact an applicant, then their application may be cancelled.

## **7.9 Change of applicant's preferences**

Applicants may at any time change their preferences, as specified on their housing application. Any changes to preferences must be made in writing and will be processed in accordance with the Council's service standards, see point 1.6.

## Section 8 - Medical assessment and priorities

### 8.1 Medical assessment

Medical points will only be awarded where re-housing would significantly improve the suitability of an applicant's (or a member of their moving household) housing in light of their medical needs and **only** for accommodation which meets their medical requirements.

The consideration of health issues includes physical, mental and developmental factors.

If an applicant wishes to be considered for re-housing on the basis of their (or a member of their moving household's) medical need, applicants must complete a medical assessment form. This form is available from any housing office or from the Council's website at [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk).

When considering an applicant's medical needs, the Council will firstly:

- assess their current home and consider how the medical condition affects their ability to manage at home; **and**
- establish to what extent their ability or inability to function or perform essential daily living tasks is impacted on by their current home; **and**
- consider whether the current home can be adapted or a health/care support service arranged to enable them to remain in their home.

Having a medical condition will not in itself be grounds for an award of medical points.

### 8.2 Medical priority

Medical priority will only be awarded where the current home **cannot** be adapted or a health/care support service provided to meet the applicant (or a member of the moving household's) medical requirements. The Council will discuss with the applicant whether providing them with support, installing equipment or carrying out adaptations would make their home suitable to their needs. Where possible, the Council or a Registered Social Landlord (if appropriate) will arrange to provide appropriate support, equipment or carry out the necessary adaptations required to allow the applicant to continue to live in their home.

Where more than one person within the household to be re-housed has a medical condition, an assessment of the combined medical needs of the household will be carried out. It should be noted however that only **one** level of medical points will be awarded.

Medical circumstances are assessed by an independent medical adviser, who will make a recommendation to the Council for consideration.

In considering the medical needs of the household, any special circumstances will also be taken into account which would require the occupancy standard to be varied to allow for an additional bedroom. For instance, if the applicant or a member of the household required an additional room to receive medical treatment from home, or has a developmental disability such as Autism Spectrum Disorder (ASD).

If an applicant is assessed as having a medical need, the Council may limit the types of housing that are offered to meet their housing need. For example, if an applicant's needs are assessed and their health would improve if they could move to an accessible property, the applicant would only receive medical points for moving to this kind of property. The Council will not offer housing that might make the applicant's housing situation worse.



## **Section 9 - Appeals and complaints**

### **9.1 Allocation appeals**

Applicants who feel that they have been treated unfairly under the terms of this policy, have the right to appeal.

Appeals against decisions can be made regarding the following:

- the housing list an applicant has been placed on
- the level of points awarded
- the reasonableness of the offer of housing
- the reasonableness of the suspension imposed
- the removal of the application from the housing list; or
- the outcome of the medical assessment.

The Council operates a two stage appeals process. More details on the appeals process can be found on the Council's website at [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk).

### **9.2 Homelessness appeals**

We operate a separate appeals process for homeless applicants. Details on the appeals process for homeless applicants can be found on the Council's website at [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk).

### **9.3 Complaints**

Applicants dissatisfied with any aspect of the service have the right to make a complaint through our comments and complaints scheme. Complaints will be accepted either in writing or verbally and can be registered in two ways:

- through a housing office, where staff will register the complaint; or
- by completing and returning the comments and complaints scheme form.

Further information on the comments and complaints scheme is available at [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk).

If, after making a complaint, an applicant continues to be dissatisfied with the service, that they have received from us, a further complaint can be made to the Scottish Public Services Ombudsman. The Ombudsman will only consider complaints of injustice or hardship as a result of maladministration or service failure.

The address of the Scottish Public Services Ombudsman is:

Bridgeside House, 99 McDonald Road, Edinburgh, EH7 4NS (FREEPOST SPSO)

## **9.4 Arrangements for monitoring and reviewing the policy**

To support the achievement of the policy objectives and to make sure that the targets set for each of the housing lists are being achieved, the policy will be subject to ongoing monitoring and review.

A monitoring report will be presented to Housing and Technical Resources Committee on an annual basis and will detail progress made against:

- the overall objectives of the policy; and
- the local letting plan targets.

Performance reports relating to the operation of the allocation policy will also be reported to tenants and other customers through groups such as the Tenant Participation Co-ordination Group and local housing forums.

At the end of each financial year, performance information will be published on the progress of the allocation policy and specify the priorities and targets for each of the housing lists for the year ahead.

## **9.5 The Scottish Housing Regulator**

The Scottish Housing Regulator (SHR) is responsible for the regulation of social landlords in Scotland. The SHR exists to protect the interests of tenants, homeless people and others who use the housing services provided by social landlords.

This policy provides the basis for the delivery of a key housing service, the allocation of council housing, and as such, the policy and its outcomes will be an area the SHR will consider when examining the Council's housing services. More information about the work of the SHR can be found at [www.scottishhousingregulator.gov.uk](http://www.scottishhousingregulator.gov.uk).

## **Section 10 - Miscellaneous provisions**

### **10.1 Residence and contact with children**

Where an applicant and a former partner have a shared responsibility for children, they will be considered for accommodation on the following basis:

- where children are mainly resident with the applicant, (i.e. for four or more nights a week) or
- if block contact arrangements are in place for more than six months of the year.

The number of rooms required will be determined by the total number of people within the household (see occupancy standard, Section 4). If an applicant and a former partner have equal residence rights, both will qualify for a property on the basis that the children are resident on a full-time basis.

In general, where applicants have overnight contact with children, they will be considered for accommodation which provides one bedroom more than is required by the permanent household unless this would result in statutory overcrowding. If the current accommodation is adequate for the children then the applicant will not be eligible for an additional bedroom.

In certain circumstances, the Area Housing Manager may exercise discretion in determining the size of accommodation required by a household.

Where the residence and contact arrangements have been made formally through the court or a lawyer, copies of the court agreement or lawyer's letter should accompany the application. Where there is no formal agreement, applicants will be required to provide details of the arrangement and a letter of confirmation from either the former partner or another acceptable source.

### **10.2 Expectant mothers**

Where an applicant or member of their household is pregnant, they will be placed on the housing register for the appropriate size of property required by the household, following the birth of the child. It should be noted that where the birth of a child will result in overcrowding of the household, additional points to reflect this will not be applied to the application until after the birth of the baby.

### **10.3 Fostering and adopting children**

If an applicant is currently being considered for suitability to foster or adopt, the applicant will be eligible to be placed on the housing register for the size of property which will be required by the expanded household.

### **10.4 Part-time occupants**

Where a household includes an individual(s) who is/are absent from the home for regular or pro-longed periods of time (e.g. off-shore worker) then they will be treated as a permanent member where the property continues to be their only or principal home.

## **10.5 Joint tenancies**

A joint tenancy is where the tenancy of a property is shared between two or more individuals over the age of 16 years. The Council encourage joint tenancies as they provide security of tenure for each individual.

## **10.6 Mutual exchanges**

To encourage mobility among existing tenants we operate a mutual exchange scheme.

A mutual exchange can occur where two or more tenants agree, with the consent of their landlord, to exchange homes. Exchanges can take place between South Lanarkshire Council tenants, tenants of other Council's or tenants of Registered Social Landlords.

Applications to exchange houses should be submitted in writing or e-mail. The Council will consider each application on an individual basis and will not unreasonably withhold permission. There are certain circumstances which may result in approval not being granted, for example where the exchange would result in one of the parties being overcrowded.

Further details on the mutual exchange scheme can be found on the Council's website at [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk).

## **Section 11 - Sheltered housing assessment and priorities**

### **11.1 Introduction**

Sheltered housing aims to meet the needs of older people who can live independently in their own home with housing support.

Across South Lanarkshire, there is a variety of sheltered housing, from purpose built developments to self-contained bungalows and flats. Tenants who live in sheltered housing developments are required to need and accept the housing support provided by the sheltered housing service.

### **11.2 Aims of the policy**

The aims of the sheltered housing allocation policy are consistent with those set out in Section 1 of the housing allocation policy.

In addition, the Council aims to allocate sheltered housing to applicants who enjoy living independently but also need the reassurance and support provided by the sheltered housing service.

### **11.3 HomeOptions**

The Council want to make sure applicants have all the information that they need in order that they can make informed choices about their housing options.

HomeOptions, the online housing information system can help applicants to find out about the housing options that may be available to them in South Lanarkshire. HomeOptions is a self-assessment system that asks a number of simple questions about housing circumstances. Once the questions have been answered, HomeOptions will provide a personal plan detailing the housing options that are most suitable to you.

HomeOptions can be accessed on the Council's website at [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk).

### **11.4 Who can apply**

To apply for sheltered housing, applicants must normally:

- be 66 years of age or over and be able to live independently with support and/or personal care. Where applicants apply as a couple, one of them must be 66 years of age, or over, unless there are exceptional circumstances
- be retired from full time employment. Where applicants apply as a couple, one of them must be retired from full time employment.

Exceptions to this criteria may apply, for example:

- if the house available is specially designed for a wheelchair user and there are no older applicants with such a need. In this case, applications from younger wheelchair users may be considered
- if applicants have a particular need which would be met by sheltered housing, for example a disability
- if there is no demand for a particular development or property type, applications may be considered from applicants who are not yet 66 years of age.

## 11.5 How to apply

Applicants should complete the HomeFinder housing application if they wish to apply for sheltered housing, as explained in Section 2.

Applicants can also consider applying for other types of housing as well as sheltered housing. A range of information on housing options for older people is available on the Council's website at [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk).

## 11.6 Choice of sheltered developments

Applicants can apply for sheltered housing in any area of South Lanarkshire and only select developments where they wish to be housed.

The 'Guide to sheltered housing in South Lanarkshire' may help applicants choose the developments where they would like to live. A copy of this guide can be downloaded from the Council's website at [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk).

In addition to the sheltered housing that the Council own and manage, there are also a number of sheltered housing developments owned by Registered Social Landlords (RSLs). The Council has an agreement with these RSLs to nominate applicants from the housing register.

## 11.7 The housing register

In accordance with the mainstream allocation policy, applicants will be placed on **one** of the following housing lists as described in Section 3:

- **urgent housing need**
- **transfer list**
- **waiting list**
- **other categories**

Where an applicant is placed on the urgent housing need list, the Council aims to make an offer of housing which matches their preferences within a reasonable timescale. To assist the Council to achieve this aim, applicants cannot be unreasonably restrictive in terms of the area or property choices they have made. These preferences will be regularly reviewed to make sure that they are reasonable. Applicants will not be able to select only sheltered housing unless this has been identified as the only housing option that meets their needs.

## 11.8 Assessing need for sheltered housing

When an applicant applies for sheltered housing, in addition to the housing need points (set out in Section 3), there are other factors relating to their circumstances and need for the services provided by sheltered housing, that the Council will take into account, including:

- an applicant cannot access services they need because of where they live
- the way the house is designed means it is not suitable for their needs and it cannot be adapted
- if the applicant is isolated, lives far away from people they know or are housebound and they would like more contact with other people

- to what extent the support service provided and living in this type of housing would benefit the applicant for example, assist with day to day living such as help with arranging appointments, reporting repairs or dealing with emergency situations for example, a fall at home
- to what extent the applicant would benefit from the social contact that is available within sheltered housing.

The following levels of points will be available:

Category	points awarded
No need for sheltered housing support service	0
Low need for sheltered housing support service	120
Moderate need for sheltered housing support service	150
High need for sheltered housing support service	180

Points awarded for sheltered housing will be added to any other housing need points that the applicant qualifies for. Properties will be allocated on the total combined points awarded to the applicant.

Where a couple have applied for sheltered housing, an assessment of the combined household will be carried out. It should be noted however, that only one level of points will awarded.

## 11.9 Allocation process

Applicants will be selected from the relevant housing list as set out at Section 3. Where more than one applicant has the same level of points, the date of application will be used to determine priority.

**The housing support service is an integral part of the sheltered housing service. When allocated sheltered housing, applicants will be asked to sign/accept the support provided.**





# Report

12

Report to: **Housing and Technical Resources Committee**  
 Date of Meeting: **20 March 2019**  
 Report by: **Executive Director (Housing and Technical Resources)**

Subject: **Housing Allocation Policy – Local Letting Plans  
2019/2020**

## 1. Purpose of report

1.1. The purpose of the report is to:-

- ◆ advise on progress against the 2018/2019 letting targets
- ◆ request approval for the 2019/2020 letting targets
- ◆ request approval for the Local Letting Initiatives and the South Lanarkshire Letting Initiative in respect of Welfare Reform

## 2. Recommendation(s)

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

- (1) that progress against the 2018/2019 letting targets, be noted;
- (2) that the 2019/2020 mainstream letting targets, attached as Appendix 1, be approved;
- (3) that the 2019/2020 sheltered letting targets, attached as Appendix 2, be approved;
- (4) that the local letting initiatives attached as Appendix 3, be approved; and
- (5) that the South Lanarkshire Letting Initiative, attached as Appendix 4, be approved.

## 3. Background

- 3.1. Local Letting Plans (LLPs) are a key feature of the Housing Allocation Policy and help ensure that a strategic and flexible approach is taken in the allocation of Council housing in South Lanarkshire.
- 3.2. On an annual basis, LLPs are prepared for each of the housing management areas of South Lanarkshire. LLPs provide an overview of local supply and demand and set out:-
  - ◆ the annual letting targets for each of the 4 housing lists (in relation to mainstream and sheltered properties)
  - ◆ Local Letting Initiatives (LLIs) in operation within a local area
- 3.3. LLPs are subject to Housing and Technical Resources Committee approval and this is the eleventh annual report on LLPs since the Housing Allocation Policy was introduced in 2009.

- 3.4. As previously reported, in accordance with the Housing and Technical Resources Policy Review Schedule, the Housing Allocation Policy has been subject to a full review during 2018/2019. A report detailing the outcome of the review together with the new Housing Allocation Policy has been presented for approval in a separate report to Housing and Technical Resources Committee on this agenda. The report confirms that, subject to the approval of Committee, LLPs will continue to feature within the revised Housing Allocation Policy when it is introduced in May 2019.
- 4. Rapid Rehousing Transition Plan**
- 4.1. During 2018, Housing and Technical Resources has been working with key partners to produce a Rapid Re-housing Transition Plan (RRTP) for South Lanarkshire. The RRTP, approved by Housing and Technical Resources Committee on 23 January 2019, sets out the Council's and its partners' priority objectives over the next 5 years to significantly reduce homelessness.
- 4.2. The development of LLPs and the approach already taken each year by the Council to set local letting targets for each of the housing lists will, along with a range of other actions, contribute towards achieving the ambitions set out within the RRTP.
- 5. Achievement of the 2018/2019 letting targets**
- 5.1. The information provided in relation to the achievement of letting targets has been projected to the end of the financial year and is based on data collated from 2 April 2018 to 6 January 2019. This approach allows letting targets and letting initiatives to be fully implemented from the start of the financial year.
- 5.2. Across each housing management area, letting targets are set within bands for each housing list to allow for a degree of flexibility when allocating properties. Full details of the projected outcomes in relation to the targets set for both mainstream and sheltered properties are set out in Appendix 1 and 2.
- 5.3. Across the South Lanarkshire area, for both mainstream and sheltered properties, it is projected that all letting targets will be achieved by the end of the financial year. In terms of the individual area office targets for mainstream properties, there are minor variations which in general, can be attributed to differences in demand for housing within specific areas. In relation to sheltered properties, local variations are mainly due to the low number of lets and also differences in supply and demand within certain areas.
- 6. Letting targets for mainstream properties during 2019/2020**
- 6.1. The letting targets proposed for mainstream properties across South Lanarkshire and for each of the housing management areas are set out in Appendix 1.
- 6.2. The factors which have been taken into account when setting the mainstream letting targets for 2019/2020 are detailed below:-
- ◆ continued high level of demand for social rented housing – it is projected that 4,095 new housing applications will have been received by the end of this financial year
  - ◆ high number of applicants queued on the HomeFinder housing register - as at 6 January 2019, there were 12,863 applicants queued for mainstream housing on the register

- ◆ continuing high demand from homeless households - as at 6 January 2019, 1,429 homelessness applications had been received. Assuming that this trend continues, it is projected that 1,857 applications will have been received by the end of the financial year. In comparison with 2017/2018, this would represent a slight reduction of 7% in the level of applications received.
- ◆ the Council's statutory duty to homeless households - the number of applicants assessed as homeless and to whom the Council has a duty to provide settled accommodation, remains high. As at 6 January 2019, there were 881 homeless applicants on the HomeFinder housing register
- ◆ decrease in turnover - it is projected that by the end of the financial year, 1,768 mainstream properties will have been let. In comparison with 2017/2018, this represents a slight decrease of 2% in the number of properties becoming available for let
- ◆ the percentage of lets to the Other Categories list is higher within Cambuslang due to the regeneration of the East Whitlawburn area and this is reflected in the local letting targets for this area
- ◆ joint working with partners – the contribution that HomeFinder partners and other Registered Social Landlords (RSLs) make to meeting the needs of homeless applicants, through an agreed target of lets
- ◆ additional supply of housing – the number of new build properties and acquisitions planned for completion during 2019/2020

## **7. Letting Targets for sheltered properties during 2019/2020**

- 7.1. The letting targets proposed for sheltered properties across South Lanarkshire and for each of the housing management areas are set out in Appendix 2.
- 7.2. Between 2 April 2018 and 6 January 2019, 119 sheltered properties became available for let. It is projected that by the end of the financial year 154 sheltered properties will have been let, which would represent a 5% increase on the previous year 2017/2018.
- 7.3. There continues to be a high level of demand for sheltered housing, with 1,957 applicants on the HomeFinder housing register as at 6 January 2019. Demand for sheltered housing varies across individual sheltered housing developments, and this has been taken into account in the letting targets proposed for 2019/2020.

## **8. Local Letting Initiatives**

- 8.1. The Housing Allocation Policy allows for the establishment of Local Letting Initiatives (LLIs) in areas where there are particular needs, issues or circumstances which require to be addressed.
- 8.2. During 2018/2019, there were 6 LLIs in operation across South Lanarkshire. To inform the development of the LLPs for 2019/2020, each of the LLIs has been subject to an internal review to assess their impact and identify whether there is a need for the LLI to continue.
- 8.3. Based on the findings from the review of the LLIs, it is proposed that the existing 6 LLIs be retained and the criteria, set out in Appendix 3, remain unchanged during 2019/2020.
- 8.4. In addition, it is proposed that a new LLI be introduced in the Kelvin Gardens area of Hamilton. The LLI is set out in Appendix 3 and aims to address issues relating to low tenancy sustainment within Kelvin Gardens by providing housing support and money advice to new tenants.

## **9. South Lanarkshire Letting Initiative**

- 9.1. The South Lanarkshire Letting Initiative was introduced in April 2013 to mitigate the impact of welfare reform on council tenants affected by the under occupancy provisions of the Welfare Reform Act 2012.
- 9.2. In the period between 2 April 2018 and 6 January 2019, 4 Council tenants were re-housed under this initiative. The majority of these tenants moved to a smaller property where they are no longer affected by the under occupancy provisions of the 2012 Act.
- 9.3. Whilst the impact of the initiative has been limited, it continues to operate as one of a number of measures taken by the council to help tenants affected by the under occupancy provisions and remains a useful tool. It is proposed that the initiative be retained during 2019/2020 and the eligibility criteria, set out in Appendix 4, remain unchanged.

## **10. Next Steps**

- 10.1 The following key actions will be programmed:-
  - ◆ implement 2019/2020 letting targets effective from Monday 1 April 2019
  - ◆ publish the 2019/2020 Local Letting Plans on the South Lanarkshire Council website
  - ◆ continue to monitor the impact of the LLIs and the South Lanarkshire Letting Initiative throughout the year

## **11. Employee Implications**

- 11.1. There are no employee implications contained within this report.

## **12. Financial Implications**

- 12.1. There are no financial implications contained within this report.

## **13. Other Implications**

- 13.1. The risks associated with welfare reform have been included within the Resource's risk register and actions taken to mitigate these risks where possible.
- 13.2. There are no issues in terms of sustainability.

## **14. Equality Impact Assessment and Consultation Arrangements**

- 14.1. An equality impact assessment has been carried out on each LLI proposed for 2019/2020 and on the South Lanarkshire Letting Initiative.
- 14.2. An equality impact assessment has been carried out on the recommendations contained in this report. The assessment is that the proposals do not have any adverse impact on any protected characteristics groups. The results of the assessment will be published on the South Lanarkshire Council website.
- 14.3. Consultation on the proposed LLP targets and the LLIs have taken place with tenants and other customers at meetings of the Tenant Participation Co-ordination Group and Local Housing Forums. Performance in relation to the achievement of LLP targets will also be included in the general performance information discussed with Local Housing Forums throughout the year.

**Daniel Lowe**  
**Executive Director (Housing and Technical Resources)**

14 February 2019

**Link(s) to Council Values/Ambitions/Objectives**

- ◆ Improve the availability, quality and access to housing
- ◆ Support our communities by tackling disadvantage and deprivation and supporting aspiration
- ◆ Focused on people and their needs

**Previous Reference**

- ◆ Housing and Technical Resources Committee report – Local Letting Plans, 7 March 2018

**List of Background Papers**

- ◆ Local Letting Plans 2019/2020

**Contact for Further Information**

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

Annette Finnan, Head of Housing Services

Ext: 5611 (Tel: 01698 455611)

E-mail: [annette.finnan@southlanarkshire.gov.uk](mailto:annette.finnan@southlanarkshire.gov.uk)

## SLC Proposed Letting Targets for Mainstream Properties 2019/20

## South Lanarkshire

Housing Need List	2018/19	2018/19 Projected Lets		2019/20
	Target	Number	%	Target
Urgent housing need	50%-60%	975	55	50%-60%
Transfer	20%-30%	377	22	20%-30%
Waiting	15%-20%	338	19	15%-20%
Other Categories	0%-5%	78	4	0%-5%
Total		1768	100	

## Cambuslang

Housing Need List	2018/19	2018/19 Projected Lets		2019/20
	Target	Number	%	Target
Urgent housing need	55%-60%	94	55	55%-60%
Transfer	15%-20%	29	17	10%-15%
Waiting	5%-10%	18	10	0%-10%
Other Categories	15%-20%	30	18	20%-30%
Total		171	100	

## Rutherglen

Housing Need List	2018/19	2018/19 Projected Lets		2019/20
	Target	Number	%	Target
Urgent housing need	55%-60%	117	65	55%-60%
Transfer	20%-25%	27	15	20%-30%
Waiting	15%-20%	23	13	10%-15%
Other Categories	0%-5%	13	7	0%-10%
Total		180	100	

## Clydesdale North

Housing Need List	2018/19	2018/19 Projected Lets		2019/20
	Target	Number	%	Target
Urgent housing need	40%-50%	88	46	35%-45%
Transfer	20%-30%	51	27	25%-30%
Waiting	20%-35%	46	24	25%-35%
Other Categories	0%-5%	5	3	0%-5%
Total		190	100	

## Clydesdale South

Housing Need List	2018/19	2018/19 Projected Lets		2019/20
	Target	Number	%	Target
Urgent housing need	40%-50%	79	29	35%-45%
Transfer	20%-30%	75	28	25%-30%
Waiting	20%-35%	107	40	25%-35%
Other Categories	0%-5%	9	3	0%-5%
Total		270	100	

## East Kilbride

Housing Need List	2018/19	2018/19 Projected Lets		2019/20
	Target	Number	%	Target
Urgent housing need	60%-65%	194	64	60%-65%
Transfer	25%-35%	78	26	25%-35%
Waiting	0%-10%	27	9	0%-10%
Other Categories	0%-5%	5	1	0%-5%
Total		304	100	

## Hamilton

Housing Need List	2018/19	2018/19 Projected Lets		2019/20
	Target	Number	%	Target
Urgent housing need	55%-60%	225	61	55%-60%
Transfer	20%-30%	73	20	20%-30%
Waiting	10%-20%	62	17	10%-20%
Other Categories	0%-5%	8	2	0%-5%
Total		368	100	

## Larkhall

Housing Need List	2018/19	2018/19 Projected Lets		2019/20
	Target	Number	%	Target
Urgent housing need	50%-60%	101	59	55%-60%
Transfer	15%-25%	29	17	15%-25%
Waiting	20%-25%	38	22	15%-25%
Other Categories	0%-5%	4	2	0%-5%
Total		172	100	

## Blantyre

Housing Need List	2018/19	2018/19 Projected Lets		2019/20
	Target	Number	%	Target
Urgent housing need	55%-60%	75	58	55%-60%
Transfer	20%-25%	32	24	20%-25%
Waiting	15%-20%	20	15	15%-20%
Other Categories	0%-5%	4	3	0%-5%
Total		131	100	

## SLC Proposed Letting Targets for Sheltered Properties 2019/20

## South Lanarkshire

Housing Need List	2018/19	2018/19 Projected Lets		2019/20
	Target	Number	%	Target
Urgent housing need	25%-30%	40	26	25%-30%
Transfer	40%-50%	69	45	40%-50%
Waiting	20%-30%	39	25	20%-30%
Other Categories	0%-5%	6	4	0%-5%
		154	100	

## Cambuslang

Housing Need List	2018/19	2018/19 Projected Lets		2019/20
	Target	Number	%	Target
Urgent housing need	35%-40%	0	0	35%-40%
Transfer	35%-40%	0	0	35%-40%
Waiting	15%-20%	0	0	15%-20%
Other Categories	5%-10%	3	100	5%-10%
Total		3	100	

## Rutherglen

Housing Need List	2018/19	2018/19 Projected Lets		2019/20
	Target	Number	%	Target
Urgent housing need	35%-40%	8	50	35%-40%
Transfer	35%-40%	4	25	35%-40%
Waiting	15%-20%	3	19	15%-20%
Other Categories	5%-10%	1	6	5%-10%
Total		16	100	

## Clydesdale North

Housing Need List	2018/19	2018/19 Projected Lets		2019/20
	Target	Number	%	Target
Urgent housing need	20%-25%	4	37	20%-30%
Transfer	40%-50%	7	63	40%-50%
Waiting	25%-35%	0	0	25%-30%
Other Categories	0%-5%	0	0	0%-5%
Total		11	100	

## Clydesdale South

Housing Need List	2018/19	2018/19 Projected Lets		2019/20
	Target	Number	%	Target
Urgent housing need	20%-25%	1	12	20%-30%
Transfer	40%-50%	4	44	40%-50%
Waiting	25%-35%	4	44	25%-30%
Other Categories	0%-5%	0	0	0%-5%
Total		9	100	



## East Kilbride

Housing Need List	2018/19	2018/19 Projected Lets		2019/20
	Target	Number	%	Target
Urgent housing need	30%-45%	18	29	30%-45%
Transfer	40%-50%	26	42	40%-50%
Waiting	10%-20%	17	27	10%-20%
Other Categories	0%-5%	1	2	0%-5%
Total		62	100	

## Hamilton

Housing Need List	2018/19	2018/19 Projected Lets		2019/20
	Target	Number	%	Target
Urgent housing need	40%-50%	5	25	25%-35%
Transfer	35%-45%	12	60	50%-60%
Waiting	10%-15%	3	15	10%-15%
Other Categories	0%-5%	0	0	0%-5%
Total		20	100	

## Larkhall

Housing Need List	2018/19	2018/19 Projected Lets		2019/20
	Target	Number	%	Target
Urgent housing need	10%-15%	1	6	10%-15%
Transfer	40%-45%	8	47	40%-50%
Waiting	40%-45%	8	47	35%-45%
Other Categories	0%-5%	0	0	0%-5%
Total		17	100	

## Blantyre

Housing Need List	2018/19	2018/19 Projected Lets		2019/20
	Target	Number	%	Target
Urgent housing need	10%-15%	3	17	10%-15%
Transfer	50%-60%	9	50	50%-60%
Waiting	25%-35%	5	28	25%-35%
Other Categories	0%-5%	1	5	0%-5%
Total		18	100	

## Proposed Local Letting Initiatives for 2019/20

Management Area	Details of LLI	Area covered by LLI	Property types/sizes	Duration of LLI
Clydesdale	<p>Priority for housing to be given to applicants who have a social or economic connection with the area.</p> <p>Restrict lets to the Urgent Housing Need list to 20%-25%</p>	Forth East Douglas Douglas Water Glespin Rigside	All property types and sizes	1 year
Clydesdale	<p>To promote and encourage tenancy sustainability all new tenants will be offered housing support.</p> <p>Any tenant seeking rehousing within the first year of their tenancy will be provided with comprehensive housing options advice and a further housing support assessment prior to any offer of rehousing being made.</p>	Forth East Douglas Douglas Water Glespin Rigside	All property types and sizes	1 year
Hamilton	Priority for housing to be given to applicants with an assessed mobility need.	Almada Tower Wyler Tower	1 and 2 bedroom multi storey flats	1 year
Hamilton	To promote and encourage tenancy sustainability all new tenants will be provided with housing support and money advice.	Kelvin Gardens	2 and 3 bedroom flats	1 year
Cambuslang	Priority for housing to be given to applicants with an assessed mobility need.	Rosebank Tower Sherry Heights Standford Hall Logan Tower Springhall Court	2 bedroom multi storey flats	1 year
Cambuslang	Priority for housing to be given to waiting list and transfer list applicants who have a local connection.	Cathkin Braes Tenant Management Co-operative area	All property sizes and types	1 year
Rutherglen	Restrict lets to the Urgent Housing Need list up to 45%.	Greenhill Court	All 1 and 2 bedroom properties	1 year

## South Lanarkshire Letting Initiative 2019/20

Management Area	Details of LI	Area Covered	Property types/sizes	Duration of LI
Blantyre Cambuslang Rutherglen Clydesdale East Kilbride Hamilton Larkhall	<p>To help mitigate the impact of welfare reform, priority is awarded to:-</p> <ul style="list-style-type: none"> <li>• working age council tenants who, as at 31 March 2013, were under occupying their property in terms of the DWP under occupancy criteria</li> <li>• tenants living in a one bedroom property who are willing to move to a larger property, provided that they meet the required criteria</li> </ul>	All areas of South Lanarkshire	All property types and sizes	1 year



# Report

Report to:	<b>Housing and Technical Resources Committee</b>
Date of Meeting:	<b>20 March 2019</b>
Report by:	<b>Executive Director (Housing and Technical Resources)</b>

Subject:	<b>Scottish Government's Consultation on 'Local connection and intentionality provisions in homelessness legislation'</b>
----------	---

## 1. Purpose of Report

1.1. The purpose of this report is to:-

- ◆ provide an update on the Scottish Government's consultation on 'Local connection and intentionality provisions in homelessness legislation' and the proposed response for South Lanarkshire Council

## 2. Recommendations

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

- (1) that the consultation scope and summary of the proposed South Lanarkshire Council response, as detailed in sections 4 and 5, be noted; and
- (2) that the proposed South Lanarkshire Council response, as set out in full in Appendix 1, be approved for submission to Scottish Government by 25 April 2019.

## 3. Background

- 3.1. In October 2017, the Scottish Government set up the Homelessness and Rough Sleeping Action Group (HARSAG) to produce short and long-term solutions to end homelessness and rough sleeping.
- 3.2. The HARSAG produced a final report (June 2018) with 70 recommendations to address strategic changes at local and national levels, which informed the 'Ending Homelessness Together High Level Action Plan' published by the Scottish Government and CoSLA on 27 November 2018.
- 3.3. A specific recommendation on taking forward a joint commitment to address barriers for people facing homelessness was to commence the Local Connection and Intentionality provisions in the Homelessness etc (Scotland) Act 2003. The Scottish Government has now published a consultation paper and is inviting views on taking forward this recommendation.
- 3.4. 'Affordable Homes, Sustainable Places', South Lanarkshire's Local Housing Strategy (LHS) 2017 to 2022, was approved by Executive Committee on 30 August 2017. 4 of the 9 priority outcomes, within the Strategy, focus on addressing homelessness and are closely aligned with the emerging national policy agenda.

- 3.5. On 23 January 2019, Housing and Technical Resources Committee approved South Lanarkshire's first Rapid Rehousing Transition Plan (RRTP) 2019 to 2024 which sets out an ambitious vision and priority objectives for preventing and reducing homelessness in South Lanarkshire over the next 5 years.

#### **4. Local Connection and Intentionality**

- 4.1. The Homelessness etc. (Scotland) Act 2003 sets out how local authorities carry out their homelessness functions. Most of the provisions of the Act were implemented, however those relating to 'Local Connection' and 'Intentionality' have still to be commenced.
- 4.2. 'Local Connection' is defined in section 27 the Housing (Scotland) Act 1987 as a connection which a person has with an area because:-
- ◆ they are or were in the past normally resident in it, and this residence was of their own choice; or
  - ◆ they are employed in it; or
  - ◆ they have family associations; or
  - ◆ they have special circumstances
- 4.3. Under section 33 of this Act, local authorities have the power to refer homeless households who do not have a local connection with them to another local authority where they do have such a connection.
- 4.4. Section 26 of the Housing (Scotland) Act 1987 sets out the circumstances in which a person is regarded as having become intentionally homeless, which include requirements that must be satisfied to determine that a person deliberately did or failed to do anything which led to the loss of accommodation which it was reasonable for them to continue to occupy.

#### **5. Consultation proposals and South Lanarkshire Council responses**

- 5.1. The consultation sets out 10 questions in relation to 2 proposals for commencing provisions in the 2003 Act:-
- ◆ to bring forward secondary legislation under section 33A of the 1987 Act (as amended) to suspend the local connection referral provision
  - ◆ to change the wording under section 28 of the 1987 Act to give local authorities a discretion, rather than a duty, for investigation whether a households is intentionally homeless
- 5.2. In relation to intentionality, the consultation also seeks initial views on a HARSAG proposal to narrow the definition of intentionality to focus on "deliberate manipulation" of the homelessness system. This would require new legislation and the consultation paper confirms the Scottish Government intend to consult on this matter separately and later.
- 5.3. The consultation questions seek views on the proposals, their impacts, monitoring arrangements and timing for implementation. The proposed South Lanarkshire Council responses are summarised below:-

- ◆ Rather than suspend the current local connection provision, the Council proposes that the approach is modified to strengthen a joint-working, partnership focus on meeting individual housing needs. Local connection referrals affect a very small proportion of all homeless households (less than 0.5% in South Lanarkshire). The section 33 provision allows for local authorities to take a person-centred approach to identifying where a person is most likely to achieve a suitable, settled and sustainable home
- ◆ The Council's response is not to remove the duty on local authorities to assess households for intentionality. In South Lanarkshire a very small percentage (2.15%) of all homeless presentations are determined, following investigation, to be intentionally homeless. The current duty arrangements ensure that homelessness functions are undertaken in a consistent, transparent and accountable manner. However, if this were to proceed, particular consideration should be given to the links between intentionality and vulnerable households with multiple complex needs
- ◆ The Council welcomes intentions to update the Code of Guidance on Homelessness. This provides an opportunity to consider issues of prevention and sustainability and the role of all partners in addressing homelessness. Given the significance of the proposals, it would be appropriate to align publication of updated guidance with the commencement of the Local Connection and Intentionality provisions

## **6. Next Steps**

- 6.1. Subject to approval, the response, as summarised above and included in full at Appendix 1, will be submitted to Scottish Government by 25 April 2019.
- 6.2. The progress in terms of commencement in relation to these proposals will continue to be monitored across relevant corporate and partnership groups, and reported as appropriate to management teams and Committees.

## **7. Employee implications**

- 7.1. There are no employee implications associated with this report.

## **8. Financial implications**

- 8.1. There are no financial implications associated with this report.

## **9. Other implications**

- 9.1. There are no additional risks associated with this report.
- 9.2. There are no sustainable development issues associated with this report.

## **10. Equality Impact Assessment and Consultation Arrangements**

- 10.1. This report does not introduce a new policy, function or strategy or recommend a change to existing policy function or strategy and therefore no impact assessment is required.
- 10.2. A range of consultation was undertaken within the Resource to support the preparation of the proposed response.

**Daniel Lowe**  
**Executive Director (Housing and Technical Resources)**

15 February 2019

**Links to Council Values/Ambitions/Objectives**

- ◆ Focused on people and their needs
- ◆ Improve the availability, quality and access of housing
- ◆ Support our communities by tackling disadvantage and deprivation and supporting aspiration

**Previous Reference**

- ◆ None

**List of Background Papers**

- ◆ Housing and Technical Resources Committee Report 'Rapid Rehousing Transition Plan (RRTP) 2019 to 2024 – 23 January 2019
- ◆ Executive Committee Report, 'Local Housing Strategy (LHS) 2017 to 2022 – 30 August 2019

**Contact for Further Information**

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

Annette Finnan, Head of Housing Services

Ext: 5611 (Phone: 01698 455611)

E-mail: [annette.finnan@southlanarkshire.gov.uk](mailto:annette.finnan@southlanarkshire.gov.uk)



## Appendix 1: South Lanarkshire Council full response to Scottish Government's consultation on 'Local connection and intentionality provisions in homelessness legislation'

1. Commencing the local connection provisions in the Homelessness etc. (Scotland) Act allows Scottish Ministers to modify referrals relating to local connection. The HARSAG has recommended that referrals should be suspended between all local authorities for all groups. Do you think we should:-

- ◆ Suspend all local connection referrals
- ◆ Modify local connection referrals in another way (please give details)
- ◆ Not commence these provisions i.e. do nothing

Please explain your answer.

The Scottish Government should modify local connection referrals in another way. Monitoring data shows that local connection referrals affect a very small proportion of all homeless households (less than 0.5%). However, the section 33 provision allows for local authorities to take a person-centred approach to identifying where a person is most likely to achieve a suitable, settled and sustainable home. Rather than suspend this provision, we propose that the approach is modified to strengthen a joint-working, partnership focus on meeting individual housing needs. This should be accompanied by consideration of Housing (Scotland) Act 1987 section 38 provisions for a local authority to make a request of another local authority to assist in the discharge of their homelessness duties, as part of the review the Code of Guidance on Homelessness. Currently, this guidance states that the body receiving that request must co-operate in giving whatever assistance is reasonable in the circumstances. In practice, refusal of requests are commonplace and can cite reasons, such as stock supply capacity, which are not directly related to the homeless person. Therefore, where it can be demonstrated the local authority is the optimal area for enabling a person to sustain a home, the guidance should be updated to reflect a clear presumption that a receiving authority would accept this referral. If this change is introduced, it will be important to continue to monitor over time in order to assess impacts for local authorities.

2. Please tell us about any potential impacts of suspending referrals relating to local connection for people who are homeless or at risk of homelessness. Please include any positive or negative impacts.

We are particularly interested in your views on the potential impacts for the following:-

- (i) People with multiple and complex needs....
- (ii) Families with children....
- (iii) Other disadvantaged households/groups, including those experiencing poverty and/or material deprivation....
- (iv) Local authorities and partner organisations....
- (v) Business or third sector organisations...
- (vi) People experiencing domestic abuse...
- (vii) Others....

<p>Given the low numbers involved, there does not appear to be any specific group, including protected characteristics groups, which would be disproportionately affected by suspending referrals. However, if implemented it may limit options for providing a person-centred approach to meet the particular needs of vulnerable households, including those with multiple complex needs and would therefore be contrary to overarching aims and ambitions regarding rapid rehousing.</p>	<p>3. We propose monitoring the impact of any changes to the local connection legislation through continued collection and analysis of HL1 data. Please give us your views on this.</p> <p>The HL1 is the main and most appropriate record for monitoring overall homelessness. It may be useful to consider also the HL3 record for monitoring patterns of temporary accommodation usage.</p>
<p>4. Commencing the intentionality provisions in the Homelessness etc. (Scotland) Act 2003 leads to giving authorities a discretion, rather than a duty, as to whether to investigate whether or not a household is intentionally homeless. Do you think we should:-</p> <ul style="list-style-type: none"> <li>◆ Remove the duty on local authorities to assess households for intentionality</li> <li>◆ Not remove the duty on local authorities to assess households for intentionality</li> </ul> <p>Please explain your answer.</p> <p>The Scottish Government should not remove the duty on local authorities to assess intentionality. The current duty ensures that homelessness functions are undertaken in a consistent, transparent and accountable manner. At present, a very small percentage (around 2.15%) of all homeless presentations are determined, following investigation, to be intentionally homeless. There are few cases where it can be clearly shown that a person or households satisfied all three elements of section 26 of the Housing (Scotland) Act 1987 regarding intentionality, especially section 26(3) which specifies that an applicant must be aware of all the relevant facts before acting or failing to act, as an act or omission in good faith on the part of a person unaware of any relevant fact is not to be regarded as deliberate. The high benchmark requirements set by the current duty test provides a robust safeguard and ensures that intentionality decisions are determined appropriately and proportionately. Amending the duty to be a power could therefore result in greater inconsistency and variation in the exercise of homelessness functions across Scotland.</p>	<p>5. Please tell us about any potential impacts for people who are homeless or at risk of homelessness, of commencing the intentionality provisions in the Homelessness etc. (Scotland) Act 2003. Please include any positive or negative impacts.</p> <p>We are particularly interested in your views on the potential impacts for the following:-</p> <ul style="list-style-type: none"> <li>(i) People with multiple and complex needs....</li> <li>(ii) Families with children....</li> <li>(iii) Other disadvantaged households/groups, including those experiencing poverty and/or material deprivation....</li> <li>(iv) Local authorities and partner organisations....</li> </ul>

- (v) Business or third sector organisations...
- (vi) People experiencing domestic abuse...
- (vii) Others....

The current duty ensures that homelessness functions are undertaken in a consistent, transparent and accountable manner. However, if this were to proceed, particular consideration should be given to the links between intentionality and vulnerable households with multiple complex needs.

6. Please detail any potential costs that maybe incurred should the local connection and intentionality provisions be commenced.

Should a local authority see an increase in demand as a result of the removal of local connection and intentionality it may contribute to an increase in costs. Requirements for additional resource to increase capacity of existing services would include: homeless reception and assessment, temporary accommodation supply and management, emergency accommodation, furniture for temporary accommodation and overall housing stock.

7. HARSAG recommended narrowing the definition of intentionality to focus only on instances of deliberate manipulation. Please provide your initial views on the advantages and disadvantages of amending the definition. As noted in section 2 we intend to carry out further work on this at a later date and your initial thoughts will help inform this.

The current duty to assess intentionality ensures that all homeless presentations are treated in a consistent, transparent and accountable manner. We would welcome updated Code of Guidance on Homelessness to cover particular considerations in relation to vulnerable households with multiple complex needs that would enable greater consistency in the assessment of support needs as well as promoting rapid rehousing and Housing First approaches for preventing and reducing homelessness. At this point, a key concern would be the need to balance considerations in order to guard against unintended consequences whereby to introduce a narrowed definition may contribute an increase in homeless presentations as individuals may fail to adhere to their tenancy obligations, such as rent payment, on the basis that were they to lose their accommodation they would be entitled to priority rehousing.

8. While we are in a position to commence these provisions in 2019 we would welcome your views about the most effective timing, including reasons for your response.

The Council welcomes intentions to update the Code of Guidance on Homelessness. This provides an opportunity to consider issues of prevention and sustainability and the role of all partners in addressing homelessness. If the Local Connection and Intentionality provisions are to commence in 2019 as set out, given the significance of the proposals it would be appropriate to align these with publication of updated Code of Guidance on Homelessness.

9. Please give us your views on the impact of these proposed changes on people with protected characteristics (see Annexes E and F for currently available national statistics): -
- age
  - disability

- gender reassignment
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

There does not appear to be any specific group, including protected characteristics groups, which would be disproportionately impacted by the proposed changes.

10. In relation to local connection and intentionality provisions in homelessness legislation, please outline any other comments you wish to make, including whether you think there may be unintended consequences (you have not mentioned elsewhere) related to commencing these provisions.

The current duties and arrangements provide for a general consistency for local authorities exercising homelessness functions and scope for consideration of person-centred needs. It is not clear that there are significant barriers for people facing homelessness that would require these proposed changes. However, in order to fulfil the ambitions as set out in the Scottish Government's 'Ending Homelessness Together High Level Action Plan', particular consideration should be given to expanding and extending the scope for promoting person-centred, partnership approaches to assessment of homelessness, housing and support needs, which would include promotion of Housing First and consideration of where individuals and households are most likely to achieve a suitable, settled and sustainable home, for preventing and reducing homelessness.

# Report

**14**

Report to: **Housing and Technical Resources Committee**  
 Date of Meeting: **20 March 2019**  
 Report by: **Executive Director (Housing and Technical Resources)**

Subject: **Overtoun Park, Rutherglen – Asset Transfer to Grow 73**

## **1. Purpose of Report**

1.1. The purpose of the report is to:-

- ◆ advise of the request for community asset transfer of 3 dormant bowling greens at Overtoun Park, Rutherglen
- ◆ request approval to the principal terms and conditions of asset transfer by lease as set out in Sections 4 and 5 of the report

## **2. Recommendation(s)**

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

- (1) that the dormant bowling greens at Overtoun Park, Rutherglen be leased to Grow 73, subject to the terms and principal conditions outlined in Sections 4 and 5 of the report; and
- (2) that the Executive Director (Housing and Technical Resources), in conjunction with the Head of Administration and Legal Services, be authorised to conclude all matters in respect of the lease and enter into the necessary legal agreements on terms which are in the best interests of the Council.

## **3. Background**

- 3.1. The Council currently leases land at Overtoun Park, Rutherglen to Overtoun Bowling Club. The bowling club have been on this site for a considerable period of time however, their current lease runs on a year to year basis at a rental of £1 per annum if asked. In recent years the bowling club have concentrated their activity on only 1 of the 4 available greens.
- 3.2. Grow 73, a local community group who already deliver weekly community gardening sessions within the park, entered into discussions with the bowling club regarding the possible use of the unused bowling greens for a community growing project.
- 3.3. A formal application for asset transfer, by a 15 year lease at a nominal rent, under the Community Empowerment (Scotland) Act 2015 was received from Grow 73 and validated on 24 August 2018. The deadline for the Council to make a decision in respect of the application was 24 February 2019, however with the agreement of Grow 73, that period has been extended to 20 March 2019.
- 3.4. Grow 73 are seeking to create a community garden and growing project with Overtoun Park.

- 3.5. In addition to placing the application and supporting documentation on the Council's Planning Portal, a notice was placed on the property advising that the Council was considering an asset transfer and details were delivered to the surrounding properties. The closing date for responses was 19 October 2018 and no representations were received.
- 3.6. The request was placed before the Community Asset Transfer Assessment Panel on 10 December 2018 and 6 February 2019 and the following matters were taken into consideration.
- 3.7. **Property**
- 3.7.1. The land is owned by the Council and is currently the subject of a lease to Overtoun Bowling Club. Overtoun Bowling Club have advised that they are willing to relinquish their lease interest in the dormant bowling greens on the condition that:-
- ◆ a fence is erected between the community growing project and the remaining Bowling Club area
  - ◆ that any shared utility connections are separately metered
- 3.7.2. Grow 73 have indicated their acceptance of these conditions and the specification of the fence to separate the 2 interests has been agreed. The grant of the lease will be conditional upon the funding being in place for the new fence.
- 3.7.3. The asset transfer will require planning consent as the proposal is a change of use and Sports Scotland will be formally consulted given the proposed loss of bowling greens. Sports Scotland have, however, indicated in principal their support to the project.
- 3.7.4. The land in the vicinity of Overtoun Park is known to have contamination and the Council does not hold detailed ground surveys or soil reports. Grow 73 are undertaking their own investigations and obtaining specialist advice on the nature of the soil. Grow 73 are aware that the Council does not warranty the suitability of the site for their project. Grow 73 believe that it is possible to adapt the design and nature of the growing and planting arrangements to the soil conditions and will be required to provide such information as the Council considers necessary to support this.
- 3.7.5. The Council does not currently carry any revenue or capital costs for the site as it is under lease to the bowling club. The proposals will reduce the liabilities for the bowling club.
- 3.8. **Organisation**
- 3.8.1. Grow 73 has been in existence since January 2015 and became a Scottish Charitable Incorporated Organisation (SCIO) in May 2018.
- 3.8.2. The organisation is a registered charity, SCO48411, whose objectives are to:-
- ◆ advance education in relation to gardening, local food growing, healthy eating, composting and matters relating to the environment, biodiversity and living more sustainably
  - ◆ advance physical and mental health wellbeing by providing improved access to the outdoor environment

- ◆ advance citizenship and community development through the provision of community garden space and by involving people who might otherwise be socially excluded in gardening, environmental improvement projects
- ◆ advance environmental protection and improvement through establishing, co-ordinating, supporting and/or managing projects which are directed towards preserving and making best use of the natural environment for the benefit of the general public and in particular those resident in the areas which Grow 73 operates.

3.8.3. Although the Board of Grow 73 has only recently been established the Board Members have a range of relevant knowledge and experience.

3.8.4. Scottish Community Alliance have provided financial support for professional advice and training for 2 Board Members which has assisted in developing the business/project and financial plans.

3.8.5. The organisation has delivered a range of activities in the local area including school gardening sessions, storytelling workshops, social gardening sessions and events in Overtoun Park, and has developed close links with a number of local community based and likeminded organisations.

3.8.6. Grow 73 has a very low membership at present although it delivers initiatives with a pool of 10 regular volunteers. If the proposed asset transfer is approved the organisation proposes to campaign for new members as part of the consultation and fundraising for the community garden project, aiming to have 50 members by the end of 2019.

### 3.9. **Project**

3.9.1. The proposal is for a community garden, community growing and possibly an orchard however, no detailed layout or design has been developed as yet.

3.9.2. It is envisaged that the project will provide an opportunity for different sectors of the local community to become involved in community growing and outside activity. This will include developing further links with the adjoining GP practice, care home, schools and nursery all of whom have provided letters of support to the proposal.

3.9.3. The community benefits primarily relate to the Council priorities to encourage participation in physical activities, health and supporting our communities. There is potential for some employment opportunities being created if funding is secured.

3.9.4. The organisation has not to date sought external funding to support the investment in the property, however have £10,000 unrestricted funds available. They have a draft application for the Climate Challenge Fund which focuses on the wider activities of the group and the creation of 2 jobs as well as this project and have identified other funding opportunities for future aspects of the overall project.

3.9.5. There is potential to co-ordinate with Community and Enterprise Resources and offer growing opportunities to people on the Council's allotment waiting list in future.

## 4. **Assessment**

4.1. Grow 73 are a small organisation, with considerable ambition, that is still developing its capacity and membership. Detailed business and financial plans are under development with the benefit of appropriate professional advice.

- 4.2. Funding applications have been prepared for submission should the asset transfer request be approved and the organisation has reserve funds as well as an established record for generating income.
- 4.3. Taking on responsibility for a 15 year lease is a large step in the development of the organisation and there are risks, however, the land in question is underused open space and the potential community benefits from the project are significant particularly for the surrounding schools, nursery, Care Home and GP practice as well as local residents.
- 4.4. In order to mitigate against some of the risk, the proposed lease will be conditional upon:-
  1. Renunciation of the existing lease by Overtoun Bowling Club
  2. Funding being in place for the new fence to separate the remaining bowling green from the new community growing project and suitable arrangements for the erection of the fence prior to the growing project commencing
  3. Planning consent being granted for change of use and if necessary the fencing
  4. The organisation having a minimum of 20 members at the proposed date of entry
  5. Funding being in place to support the project, and Grow 73 having satisfied themselves that their required use of the leased area is not curtailed by contamination issues
  6. A longstop date of 18 months between signing the missives and commencement of the lease

## **5. Proposal**

- 5.1. It is proposed to grant a lease of ground extending to 7,852 square metres or thereby, as shown on the attached plan, on the following principle terms:-
  1. The lease will be for a period 15 years
  2. The Date of Entry to be agreed and dependent upon the conditions set out in paragraph 4.4. above
  3. The rental will be £1 per annum if asked
  4. The tenant is responsible for ensuring that the subjects are suitable for their proposed use and obtaining all necessary statutory consents, including planning consent, for their proposals
  5. The tenant will be responsible for all repairs and maintenance of the subjects
  6. The tenant will be responsible for obtaining all necessary insurances for their occupations and use of the subjects
  7. The construction of buildings is strictly prohibited, however storage and sheds will be permitted with Landlords consent
  8. Subletting is prohibited, however assignation to another charity with similar objectives is permitted, subject to Landlord's consent
  9. Each party bears their own legal expenses

## **6. Employee Implications**

- 6.1. There are no employee implications.

## **7. Financial Implications**

- 7.1. The revenue implications of the proposed asset transfer are neutral as the Council does not currently have the costs of managing this area of land nor do we receive any rental income from the bowling club.



7.2. The site has no development potential.

## **8. Other Implications**

8.1. The risk of not proceeding will potentially result in the organisation appealing to Scottish Ministers Council.

## **9. Equality Impact Assessment and Consultation Arrangements**

9.1. Consultation has taken place with Community Resources, South Lanarkshire Leisure and Culture, Planning, Legal, Finance and Regeneration Services as well as having been published for public consultation.

9.2. 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.

**Daniel Lowe**

**Executive Director (Housing and Technical Resources)**

26 February 2019

### **Link(s) to Council Values/Ambitions/Objectives**

- ◆ Accountable, effective, efficient and transparent
- ◆ Work with communities and partners to promote high quality, thriving and sustainable communities
- ◆ Encourage participation in physical and cultural activities

### **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:-

Frank McCafferty, Head of Property Services

Ext: 4073 (Tel: 01698 454073)

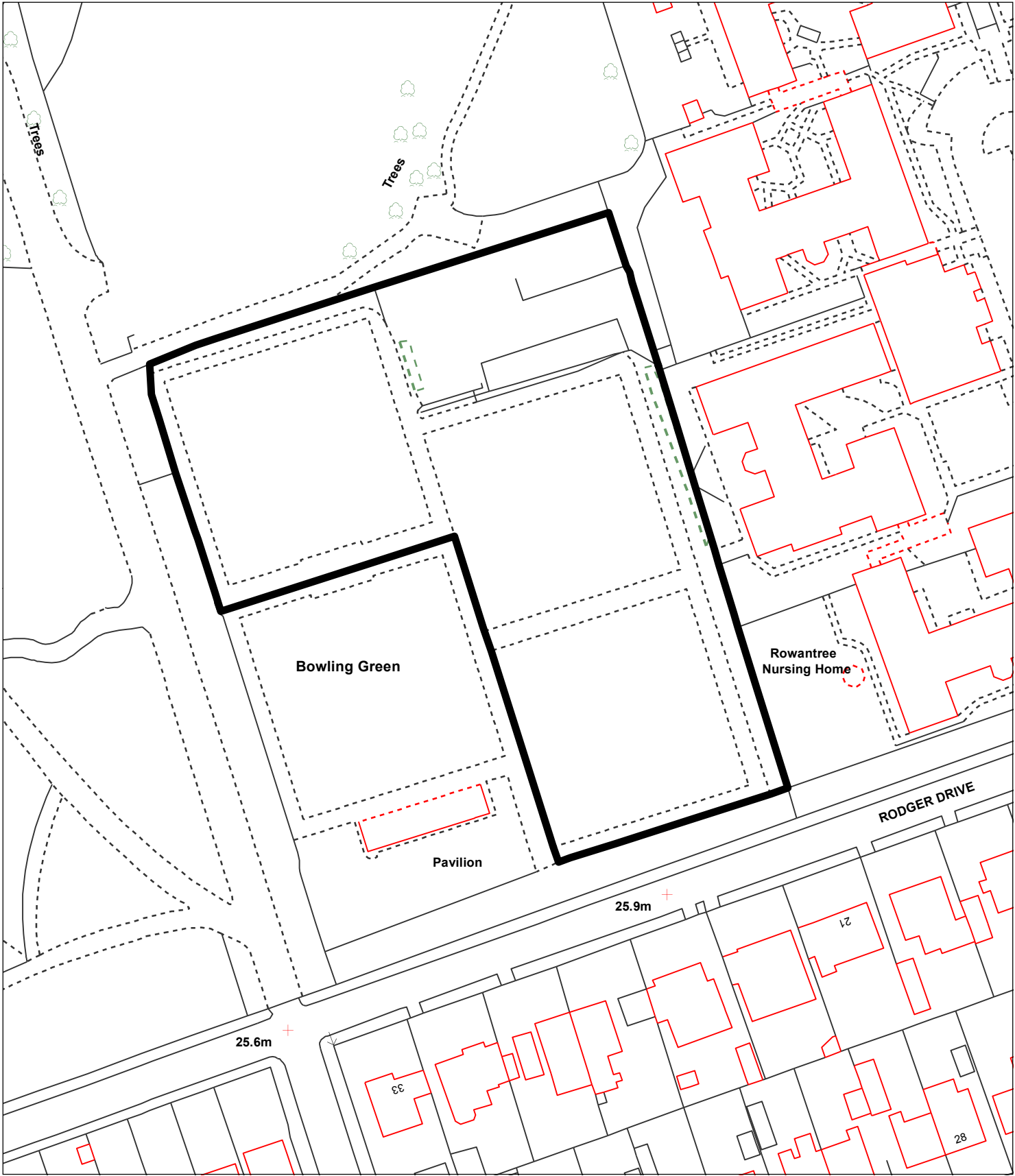
email: [frank.mccafferty@southlanarkshire.gov.uk](mailto:frank.mccafferty@southlanarkshire.gov.uk)



LOCATION PLAN - For Committee purposes only

Land at Rodger Drive  
Rutherglen

PROPERTY SERVICES





# Report

**15**

Report to: **Housing and Technical Resources Committee**  
 Date of Meeting: **20 March 2019**  
 Report by: **Executive Director (Housing and Technical Resources)**

Subject: **Delegated Authority Report – Update**

## **1. Purpose of Report**

1.1. The purpose of the report is to:-

- ◆ provide a summary of the transactions processed by delegated authority by Property Services during Quarters 2 and 3, 2018/2019.

## **2. Recommendation(s)**

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

- (1) that summary of transactions processed by delegated authority during Quarters 2 and 3, 2018/2019, be noted.

## **3. Background**

3.1. The Executive Director (Housing and Technical Resources) has delegated authority to deal with various transactions including:-

- ◆ leases of a value up to £50,000 per annum and a maximum period of 20 years
- ◆ rent reviews up to an increase of £20,000 per annum
- ◆ disposals up to a value of £200,000
- ◆ acquisitions up to a value of £100,000

3.2. Delegated authority reports are prepared by Case Officers and submitted to the Head of Property Services for approval, once provisional agreement has been reached with the third party. A weekly list of approved reports is published on the Council's intranet under "Estates Property Transactions".

3.3. The delegated reports provide authority for Officers to progress transactions and, where appropriate, to instruct Legal Services. The receipt of any monies arising from the transactions occurs at a date in the future, once missives have been concluded and any suspensive conditions met. It should be noted that some transactions may never settle.

## **4. Summary Quarter 2 2018/2019**

4.1. The summary of all transactions progressed under delegated authority during the period 1 July to 30 September 2018 is shown on Appendix 1, column 1, however, can be summarised as follows:-

Total number of transactions	44
Total value of lease transactions	£88,410 per annum
Total value of capital transactions	£1,050,383

## **5. Summary Quarter 3 2018/2019**

- 5.1. The summary of transactions progressed under delegated authority during the period 1 October to 31 December 2018 is shown in Appendix 1, column 2, however, can be summarised as follows:-

Total number of transactions	69
Total value of lease transactions	£164,824 per annum
Total value of capital transactions	£1,538,554

- 5.2. The volume and value of transactions is generally similar to previous years with the exception of acquisitions. There continues to be an increase in the number and value of acquisitions, principally associated with the purchase of houses to increase the supply of Council housing stock.

## **6. Employee Implications**

- 6.1. There are no employee implications.

## **7. Financial Implications**

- 7.1. The rental income to the Council is increased as a result of the new lettings and rent reviews.
- 7.2. Disposals generate additional capital monies for the Council's Capital Programme.
- 7.3. Acquisitions are carried out in accordance with project plans and approved capital budgets, to enable investment programmes to proceed.

## **8. Other Implications**

- 8.1. There is a low risk that the rental and capital receipts identified within these delegated authority reports are not achieved if, for reasons out with the Council's control, the tenant/ purchaser chooses not to proceed with the transactions. However, Property Services has in place procedures and consultations intended to minimise this risk.
- 8.2. 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. Consultation takes place with the owning Resource, Planning, Roads and Legal Services on a transaction by transaction basis as and when required.
- 9.2. 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.

**Daniel Lowe**

**Executive Director (Housing and Technical Resources)**

28 January 2019

## **Link(s) to Council Values/Ambitions/Objectives**

- ♦ Accountable, effective, efficient and transparent

### **Previous References**

- ◆ Housing and Technical Resources Committee, 31 October 2018

### **List of Background Papers**

- ◆ Plans and drawings of the property involved in these transactions can be obtained from the Estates Team, Property Services
- ◆ Weekly List of Delegated Authority Transactions can be obtained on the Council's intranet

### **Contact for Further Information**

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

Frank McCafferty, Head of Property Services

Ext: 4073 (Tel: 01698 454073)

E-mail: [frank.mccafferty@southlanarkshire.gov.uk](mailto:frank.mccafferty@southlanarkshire.gov.uk)

## Delegated Authority Transactions

Transaction Type	Quarter 2 2018/19		Quarter 3 2018/19	
	No	Value	No	Value
Lease Renewal	2	£730	1	£1,028
New Lease	14	£70,680	22	£163,796
Assignment	2	0	3	0
Rent Review	2	£17,000	0	0
<b>Total Revenue</b>	20	£88,410	26	£164,824
Disposal	4	£221,111	10	£209,551
Compensation	1	£70,000	2	£1,000
Waiver/Servitude	4	£22	5	£3
Acquisition	14	£759,250	19	£1,328,000
<b>Total Capital</b>	23	£1,050,383	36	£1,538,554
Miscellaneous	1	£52,000	7	£436,611



# Report

16

Report to: **Housing and Technical Resources Committee**  
 Date of Meeting: **20 March 2019**  
 Report by: **Executive Director (Housing and Technical Resources)**

Subject: **Notification of Contracts Awarded  
1 August 2018 to 31 January 2019**

## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide notification to Committee of contracts awarded by Housing and Technical Resources for the supply of Goods, Services and Works, in excess of £50,000, following a formal tendering process, during the period 1 August 2018 to 31 January 2019

## 2. Recommendation(s)

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

- (1) that the details of the contracts awarded by Project Services in Appendix A, be noted;
- (2) that the details of the contracts awarded by Procurement Team in Appendix B, be noted; and
- (3) that the details of the sub contracts awarded by Building Services in Appendix C, be noted.

## 3. Background

3.1. It is a requirement of Clause 21.8 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. Contracts Awarded

4.1. A full list of the contracts is provided in the appendices to this report.

## 5. Employee Implications

5.1. There are no employee implications.

## 6. Financial Implications

6.1. Appropriate budgetary provision is available for each of the contracts awarded.

## 7. Other Implications

7.1. There are no other implications in terms of risk and sustainability.

## **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 in relation to the content of this report.

**Daniel Lowe**

**Executive Director (Housing and Technical Resources)**

26 February 2019

### **Link(s) to Council Values/Ambitions/Objectives**

- ◆ Accountable, effective, efficient and transparent

### **Previous References**

- ◆ Housing and Technical Resources Committee, 22 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:-

Frank McCafferty, Head of Property Services

Ext: 4073 (Tel: 01698 454073)

E-mail: [frank.mccafferty@southlanarkshire.gov.uk](mailto:frank.mccafferty@southlanarkshire.gov.uk)

### Contracts Awarded (Project Services) 1 August 2018 – 31 January 2019

Client	Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
Housing	HOD010417.001	212 Glen Avenue, Larkhall	SLC Building Services	Adaptations	£97,836.83	21/08/2018
Various	SLC/HTR/17/429	Maintenance of Fire and Intruder Alarms	Chubb Fire & Security Ltd	Maintenance of Fire and Intruder Alarms	£279,898.50	30/08/2018
Housing	HOD010830	Fraser River Tower, East Kilbride - Lift Upgrade	Consult Lift Services Ltd	Replacement of Two Lifts	£248,309.25	30/08/2018
Housing	HOD010823, HOD010824 & HOD010831	Sheltered Housing Complexes(3) Lift Upgrade	ADL Lift Services	Lift Upgrade in 3 Sheltered Housing Complexes	£175,192.50	05/09/2018
Education	EDD010143	Walston Primary School	SLC Building Services	Construction of a New 3 Classroom Primary School	£3,341,762.31	10/09/2018
Education	EDD008665.001	Kirklandpark Primary School - Demolition	Reigart Contracts Ltd	Demolition	£74,081.80	10/09/2018
Housing	HGF010979	Specialist Fire Engineer Remedial Works	SLC Building Services	Fire Engineer Remedial Works	£200,000.00	17/09/2018

Client	Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
Housing General Fund	HGF010801	HQ - 2018/2019 Electrical Services Upgrade & Remodelling (Floor 13)	SLC Building Services	Electrical Services Upgrade & Remodelling (Floor 13)	£75,000.00	21/09/2018
Housing	HOD010825	Cathkin Phase 1 - External Upgrade	SLC Building Services	External Fabric Upgrade	£246,076.45	28/09/2018
Housing	HOD010844	HEEPS Phase 6 Energy Efficiency Measures and General Refurbishment	Engie Regeneration Ltd	External Wall Insulation	£4,723,956.12	28/09/2018
Various	SLC/HTR/12/501	Maintenance of Lift Installations 2013-2016 (Extension of Contract until Aug 2019)	Kone Plc	Maintenance of Lift Installations	£130,000.00	12/10/2018
Various	SLC/HTR/18/116	Maintenance of Public Space and Property Based CCTV Systems 2018-2021	Chubb Fire & Security Ltd	Maintenance of Public Space and Property Based CCTV Systems	£407,172.39	24/10/2018
Various	SLC/HTR/15/185	Asbestos Removal, Disposal and Reinstatement Works (Extension of Contract until Jan 2021)	Aspect Contracts Ltd	Asbestos Removal, Disposal and Reinstatement Works –	£2,000,000.00	30/10/2018
Housing	HOD010547	Cairns, Cambuslang - External Fabric Upgrade	SLC Building Services	External Fabric Upgrade	£1,026,369.50	01/11/2018
Housing General Fund	HGF010877	HQ - Replacement of Main Cast Iron Drainage Downpipes	SLC Building Services	Replacement of Main Cast Iron Drainage Downpipes at SLC HQ	£170,000.00	14/11/2018

Client	Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
Housing	HOD010839	Lockup Refurbishment, Darwin Road, East Kilbride	SLC Building Services	Lockup Refurbishment, Darwin Road, East Kilbride	£59,110.22	22/11/2018
Housing	HOD010862	Lockup Refurbishment, Macintosh Place, East Kilbride	SLC Building Services	Lockup Refurbishment, Macintosh Place, East Kilbride	£82,180.02	22/11/2018
Housing General Fund	HGF010815	SLC Residential Homes (Care & Children's Homes) Fire Stopping Remedials	SLC Building Services	SLC Residential Homes (Care & Children's Homes) Fire Stopping Remedials	£100,000.00	10/12/2018
Housing	HOD010554	Shaftsbury, Phoenix & Globe Courts, East Kilbride - Emergency Lighting	SLC Building Services	Shaftsbury, Phoenix & Globe Courts, East Kilbride - Emergency Lighting	£219,064.42	24/01/2019
Social Work	SOD010909	Arran House - First Floor Upgrade	SLC Building Services	Refurbishment of 1st Floor Bedrooms, Toilets, Kitchen and Lounge	£314,833.13	24/01/2019
Housing General Fund	HGF010716	Ballerup Hall - Toilets, Bar & Decoration Upgrade	SLC Building Services	Toilets, Bar & Decoration Upgrade	£202,973.27	31/01/2019

## Contracts Awarded (Procurement Team) 1 August 2018 – 31 January 2019

Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
SLC/PS/H&TR/18/094	Provision of Drain Cleaning	Hamilton Industrial Services Ltd	Provision of Drain Cleaning	£122,700	22/10/2018
SLC/PS/H&TR/18/319	Supply of Kitchens and Worktops	Moore's Furniture Group	Supply of Kitchens and Worktops	£350,000	09/11/2018
SLC/PS/H&TR/17/660	Supply and Delivery of Ironmongery	Jewson Ltd (t/a George Boyd Ltd)	Supply and Delivery of Ironmongery	£760,000	21/11/2018
SLC/PS/H&TR/18/089	Supply and Delivery of Fixings	White Milne (Decco) Ltd	Supply and Delivery of Fixings	£200,000	21/11/2018
SLC/PS/H&TR/18/090	Supply and Delivery of Sealants	White Milne (Decco) Ltd	Supply and Delivery of Sealants	£480,000	21/11/2018
SLC/H&TR/15/687	Supply and Delivery of Plumbing and Heating Materials (extension 1 Dec 2018- 30 Nov 2019)	Jewson Ltd William Wilson Ltd	Supply and Delivery of Plumbing and Heating Materials	£840,000	29/11/2018
SLC/H&TR/16/572	Supply and Delivery of Domestic Heating Spares and Associated Materials (extension 1 Dec 2018- 30 Nov 2019)	Wolseley UK Ltd	Supply and Delivery of Domestic Heating Spares and Associated Materials	£288,000	29/11/2018
SLC/H&TR/17/399	Supply and Delivery of Air Source Heating Systems (extension 1 Dec 2018- 30 Nov 2019)	William Wilson Ltd	Supply and Delivery of Air Source Heating Systems	£500,000	29/11/2018

## Contracts Awarded (Building Services) 1 August 2018 – 31 January 2019

Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
BSP010948.003	Early Learning Unit, Hamilton	Lesterose Scotland Ltd	Sub-Contract: Brick, Block & Stonework	£169,324.74	03/08/2018
BSP010948.004	Early Learning Unit, Hamilton	Blantyre Park Services Ltd	Sub-Contract: Plumbing and Mechanical Installation	£546,035.39	06/08/2018
BSP0010948.006	Early Learning Unit, Hamilton	Procladd (Scotland) Ltd	Sub-Contract: Roofing Works	£227,775.72	21/08/2018
BSP010948.009	Early Learning Unit, Hamilton	Fleming Building Limited	Sub-Contract: Structural Timber & Steel Frame	£449,107.00	16/08/2018
BSP010868.009	South Vennel New Build Housing	Forster Roofing Services Ltd	Sub-Contract: Slating & Roofing Works	£63,076.34	23/08/2018
BSP010948.015	Early Learning Unit, Hamilton	Havelock International Ltd	Sub-Contract: Fixed Furniture	£51,995.28	04/09/2018

Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
BSP010983.005	Walston Primary School	Hescott Engineering Co. Ltd	Sub-Contract: Structural Steelwork	£162,009.21	13/09/2018
BSP010983.004	Walston Primary School	Lesterose Scotland Ltd	Sub-Contract: Brickwork & Blockwork	£59,151.19	13/09/2018
BSP010983.002	Walston Primary School	Scottech Ltd	Sub-Contract: Curtain Walling, Windows & Doors with Sub Contractors design	£87,871.80	13/09/2018
BSP010983.006	Walston Primary School	Landscapes & Contracts Ltd	Sub-Contract: Groundworks	£780,088.20	14/09/2018
BSP010983.007	Walston Primary School	Blantyre Park Services Ltd	Sub-Contract: Mechanical Installation	£364,185.43	14/09/2018
BSP010983.012	Walston Primary School	Curtis Moore (Cladding Systems) Ltd	Sub-Contract: Roof & Wall Cladding Insulation	£301,744.76	18/09/2018
BSP010948.017	Early Learning Unit, Hamilton	FES Ltd	Sub-Contract: Door Entry, CCTV and Alarms	£61,122.20	20/09/2018



Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
BSP010964.002	The Murray, East Kilbride - External Fabric Upgrade	Ailsa Building Contractors Ltd	Sub-Contract: Roughcast & Render	£157,099.52	06/11/2018



# Report

17

Report to: **Housing and Technical Resources Committee**  
 Date of Meeting: **20 March 2019**  
 Report by: **Executive Director (Housing and Technical Resources)**

Subject: **Update on Welfare Reform Legislative Changes**

## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide an update to Committee on the impact of key aspects of the Welfare Reform programme on landlord and homelessness services.

## 2. Recommendation(s)

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

- (1) that the content of the report, be noted; and
- (2) that the ongoing management and services arrangements, be noted.

## 3. Background

- 3.1. This report forms part of routine reporting on the impact of the Welfare Reform programme on landlord and homelessness services.
- 3.2. Housing Services support Council tenants and other service users affected by the Welfare Reform programme providing support, assistance and advice to those affected by the Under Occupancy (UO) provisions, the Benefit Cap and those in receipt of Universal Credit (UC). The work to date has made a significant contribution in terms of supporting those affected to deal with the impact of the changes and minimise the impact upon customers, the Council budget and services.
- 3.3. Universal Credit is the most significant of the welfare changes, and its introduction in South Lanarkshire commenced in October 2015. However, a significant expansion of Universal Credit within the area commenced two years later on 4 October 2017, when UC moved to the "Full Service" (FS) model. Since this date, new claimants within South Lanarkshire who would previously have been eligible for Housing Benefit (HB), Working Tax Credit, Child Tax Credit, Income Support, Employment Support Allowance and Job Seekers Allowance have moved on to UC.

## 4. Impact of Welfare Reform on Landlord and Homelessness Services Universal Credit (UC)

- 4.1. Despite extensive resources being deployed in supporting tenants to minimise UC payment errors and delays, the impact on rent arrears under UC continues to be significant.

- 4.2. As at January 2019, a total of 4065 Council tenants were in receipt of Universal Credit of which 3233 (79%) were in arrears. This is in comparison to 32% of all tenants who are in rent arrears. Rent arrears accumulated by tenants on UC since their claim commenced totalled £845,384 as at January 2019.
- 4.3. As at the end of January 2019, an average of 199 additional tenants per month were receiving housing cost support through UC.
- 4.4. To gain a better understanding of the broader impact of Universal Credit on tenants during the first year of "Full Service", analysis has been carried out within the Resource (using internal and DWP on-line data) for the period between October 2017 and September 2018. The analysis highlights:-
- ◆ From the point UC full service was introduced in October 2017 to the end of September 2018, the number of UC claims in South Lanarkshire had increased from 2,894 to 11,662 (403%).
  - ◆ For the same period, from October 2017 to the end of September 2018, the number of Council tenants claiming UC increased from 958 to 3,455 (361%). This equates to 18% of all working age Council tenants.
  - ◆ 59% of all claimants on Universal Credit were in receipt of housing entitlement (this includes Council, RSL and privately rented sector tenants).
  - ◆ 67% of all claimants were single with no child dependents and 21% were single person households with child dependents.
  - ◆ By the end of September 2018, Council tenants in receipt of UC had accrued rent arrears of £629,401 since the start of their claim, with 84% of tenants in receipt of UC in arrears.
  - ◆ Arrears relating to UC accounted for 51% of all Council tenant arrears, despite claimants only representing 14% of all Council tenants.
  - ◆ The average rent arrears for Council tenants in receipt of UC was £469, compared with an average of £128 for all Council tenants.
- 4.5. A report has been prepared which provides a wider range of information, including the services being provided to tenants, and case studies showing the difference which these services are making. Copies of this have been placed in the Members Services library.

#### Under Occupancy (UO)

- 4.6. As at the end of January 2019, there were 2585 Council tenants affected by the UO deduction.
- 4.7. Tenants affected by this provision qualify for a Discretionary Housing Payment (DHP) to mitigate the shortfall. Where a newly affected tenant is identified, they are required to apply for DHP to make up the shortfall. When known, each tenant who becomes affected by the provisions is contacted by the Resource to provide support and help progress the payment of DHP.

### Benefit Cap

- 4.8. The Benefit Cap was initially introduced in July 2013 and places a maximum amount of benefit entitlement that a working age household (defined as an individual, their partner and any children they are responsible for and who live with them) are entitled to. The cap has now been reduced from £26,000 to £20,000 for a couple and from £18,200 to £13,400 for single people.
- 4.9. As at the end of January 2019, 112 households across South Lanarkshire were affected by the Benefit Cap with a total weekly housing benefit reduction of approximately £6,113.
- 4.10. The Resource continues to work with households affected to provide advice and support and signpost to partner agencies for services such as money and benefit advice.

## **5. National and Local Developments**

- 5.1. The wider roll out of the UC full service model was completed across the UK in December 2018.
- 5.2. The process of moving remaining legacy benefit and tax credit claimants on to Universal Credit is termed “Managed Migration”. The UK Government recently announced that this will initially be progressed on the basis of a small scale pilot scheme involving 10,000 people in July 2019. It is expected that following evaluation of the pilot, further evaluation will be undertaken prior to a revised programme of dates for completing managed migration across the UK being presented to parliament. The UK government has confirmed that they still anticipate full roll-out of UC by 2023.
- 5.3. The Resource continues to work with customers to further develop understanding of the nature and issues around UC housing costs and to ensure tenants are effectively supported.

## **6. Employee Implications**

- 6.1. There are no employee implications associated with this report.

## **7. Financial Implications**

- 7.1. The Housing Revenue and Capital Account Budget 2019/2020 report presented to Committee on 6 February 2019 provides for the potential impact on rent collection and arrears as a result of welfare reform, by including a provision of £7.327 million in relation to bad debts. This represents an additional £1.669 million when compared to the existing 2018/2019 budget. The budgeted provision within the HRA Business Plan is based on the current rate of Council tenants moving on to Universal Credit and the level of rent which is being recovered.
- 7.2. The impact of the welfare reform provision will continue to be monitored and reported to Committee on an ongoing basis, including managed migration.

## **8. Other Implications**

- 8.1. The potential financial impact and risks of the above changes have been built into the Resource’s risk register and actions are being taken to mitigate these risks where possible.
- 8.2. There are no issues in terms of sustainability contained within this report.

## **9. Equality Impact Assessment and Consultation Arrangements**

- 9.1. No equalities impact assessment was undertaken in relation to the content of this report as the proposals are outwith the control of the Council.

**Daniel Lowe**

**Executive Director (Housing and Technical Resources)**

20 February 2019

### **Link(s) to Council Values/Ambitions/Objectives**

- ◆ Support our communities by tackling disadvantages and deprivation and supporting aspiration
- ◆ Improve the availability, quality and access of housing

### **Previous References**

- ◆ Housing and Technical Resource Committee, 31 October 2018
- ◆ Housing and Technical Resources Committee, 23 May 2018
- ◆ Housing and Technical Resources Committee, 7 March 2018
- ◆ Housing and Technical Resources Committee, 18 January 2018
- ◆ Housing and Technical Resources Committee, 9 August 2017
- ◆ Housing and Technical Resources Committee, 4 October 2017

### **List of Background Papers**

- ◆ Universal Credit (Managed Migration Pilot and Miscellaneous Amendments) Regulations 2019
- ◆ House of Commons Briefing Paper Number 6547- Housing Costs in Universal Credits
- ◆ Scottish Government - Response to the Consultation on Universal Credit (Claims and Payments) (Scotland) Regulations 2017

### **Contact for Further Information**

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

Annette Finnan, Head of Housing Services

Ext: 4595 (Tel:01698 454595)

E-mail: [annette.finnan@southlanarkshire.gov.uk](mailto:annette.finnan@southlanarkshire.gov.uk)