Council Offices, Almada Street
Hamilton, ML3 0AA

Tuesday, 28 May 2019

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, 05 June 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.

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

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 - 16
Minutes of the meeting of the Housing and Technical Resources Committee held on 20 March 2019 submitted for approval as a correct record. (Copy attached)

Monitoring Item(s)

3 Capital Budget Monitoring 2018/2019 - Housing and Technical Resources (excl HRA) 17 - 20
Joint report dated 1 May 2019 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)

4 Capital Budget Monitoring 2018/2019 - Housing and Technical Resources (HRA) 21 - 24
Joint report dated 8 May 2019 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)

5 Revenue Budget Monitoring 2018/2019 - Housing and Technical Resources (excl HRA) 25 - 30
Joint report dated 1 May 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 (HRA) 31 - 34
Joint report dated 1 May 2019 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)

7 Housing and Technical Resources – Workforce Monitoring – February to April 2019 35 - 40
Joint report dated 10 May 2019 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)

Item(s) for Decision

8 Acquisition of 5 Quay Road North, Rutherglen 41 - 44
Report dated 30 April 2019 by the Executive Director (Housing and Technical Resources). (Copy attached)

9 Acquisition of Land at Drumgray Avenue, Moray View, Uddingston 45 - 48
Report dated 16 April 2019 by the Executive Director (Housing and Technical Resources). (Copy attached)

10 Acquisition of Houses at Gilbertfield, Cambuslang - Section 75 Planning Reference CR/15/0239 49 - 52
Report dated 15 May 2019 by the Executive Director (Housing and Technical Resources). (Copy attached)

11 Disposal of 1 Langlands Gate, East Kilbride 53 - 56
Report dated 3 May 2019 by the Executive Director (Housing and Technical Resources). (Copy attached)

12 Brandon Gate, Hamilton - Renegotiation of Lease 57 - 60
Report dated 15 May 2019 by the Executive Director (Housing and Technical Resources). (Copy attached)

Item(s) for Noting

13 Council House Open Market Purchase to Support Regeneration Activity in East Whitlawburn 61 - 64
Report dated 15 May 2019 by the Executive Director (Housing and Technical Resources). (Copy attached)

14 Delegated Authority Report - Update 65 - 68
Report dated 3 April 2019 by the Executive Director (Housing and Technical Resources). (Copy attached)

Urgent Business

15 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 20 March 2019

Chair:
Councillor Josh Wilson

Councillors Present:
Councillor Alex Allison (*substitute for Councillor Poppy Corbett*), 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 Maureen Devlin, Councillor Allan Falconer, Councillor Alistair Fulton, Councillor George Greenshields, Councillor Eric Holford, Councillor Martin Lennon, Councillor Eileen Logan, Councillor Catherine McClymont (*substitute for Councillor Andy Carmichael*), Councillor Mo Razzaq, Councillor David Shearer, Councillor Collette Stevenson, Councillor Jared Wark

Councillors' Apologies:
Councillor Andy Carmichael, Councillor Poppy Corbett, Councillor Geri Gray, Councillor Colin McGavigan, Councillor John Ross (ex officio), Councillor Sheena Wardhaugh

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

The following interests were declared:-

Councillor(s)	*Item(s)*	*Nature of Interest(s)*
Brown, Fulton and Lennon	Overtoun Park, Rutherglen – Asset Transfer to Grow 73	Lawyer for Overtoun Park Bowling Club, member of organisation and known to organisation respectively

Councillor Callaghan entered the meeting after this item of business

2 Minutes of Previous Meeting

The minutes of the meeting of the Housing and Technical Resources Committee held on 23 January 2019 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 6 February 2019 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 12 March 2019 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 2018 to 1 February 2019.

The budget for 2018/2019 had included an allocation of £4.551 million for Planned Asset Management. Following a review of this programme and the works carried out to date, it had been identified that some of this expenditure could not be classed as capital. A budget of £1.022 million had, therefore, been transferred to Housing and Technical Resources' revenue budget.

Work was ongoing to clarify the spend position for this financial year and current estimates suggested an outturn of £6.992 million. This was an underspend of £0.359 million and mainly reflected the anticipated timing of spend in relation to the East Kilbride Civic Centre and Headquarters Fabric Upgrade projects. Funding for those projects would carry forward into the next financial year.

The Committee decided: that Housing and Technical Resources' capital programme (excl HRA) of £7.351 million and expenditure to date of £4.878 million be noted.

[Reference: Minutes of 23 January 2019 (Paragraph 4)]

Councillor Greenshields entered the meeting during this item of business

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

A joint report dated 12 March 2019 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 2018 to 1 February 2019.

Work was ongoing to clarify the spend position for this financial year and current estimates suggested an outturn of £53.664 million.

The Committee decided: that Housing and Technical Resources' capital programme (HRA) of £53.664 million and expenditure to date of £41.037 million be noted.

[Reference: Minutes of 23 January 2019 (Paragraph 5)]

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

A joint report dated 11 February 2019 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted comparing actual expenditure at 1 February 2019 against budgeted expenditure for Housing and Technical Resources' revenue budget (excl HRA), together with a forecast for the year to 31 March 2019.

Following the probable outturn exercise, the financial forecast for the revenue budget to 31 March 2019, was a breakeven position. The outturn position included proposed transfers to reserves totalling £0.899 million.

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 23 January 2019 (Paragraph 6)]

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

A joint report dated 11 February 2019 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted comparing actual expenditure at 1 February 2019 against budgeted expenditure for Housing and Technical Resources' revenue budget (HRA), together with a forecast for the year to 31 March 2019.

Following the probable outturn exercise, the financial forecast for the revenue budget to 31 March 2019, was a breakeven position.

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; and

(2) that the forecast to 31 March 2019 of a breakeven position be noted.

[Reference: Minutes of 23 January 2019 (Paragraph 7)]

8 Housing and Technical Resources – Workforce Monitoring – November 2018 to January 2019

A joint report dated 12 February 2019 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 November 2018 to January 2019:-

- 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 December 2018

The Committee decided: that the report be noted.

[Reference: Minutes of 23 January 2019 (Paragraph 8)]

9 Establishment Changes to Support the Implementation of an Integrated Housing and Property Management System

A joint report dated 28 February 2019 by the Executive Directors (Housing and Technical Resources) and (Finance and Corporate Resources) was submitted on changes to the establishment to support the implementation of the new integrated housing and property management system.

A report to this Committee on 13 July 2016 had 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 management team had been established to develop the specification and undertake the procurement implementation of a replacement system.

A new supplier had been appointed at the end of 2018 and a projected plan developed for the implementation of the new system.

The project plan clarified the dedicated resources required to successfully implement the new system. A revised project team structure had been developed as detailed in Section 5 of the report.

Given the critical importance of the project to the business and to support effective implementation while ensuring continuity of service, staffing resources were required to be continued until the completion of the implementation of the new system, which was forecast to be by April 2021.

The Committee decided: that the changes to the establishment, as detailed in Section 5 of the report, be approved.

[Reference: Minutes of 13 July 2016 (Paragraph 10)]

10 Central Homelessness Service – Establishment Change

A joint report dated 28 February 2019 by the Executive Directors (Housing and Technical Resources) and (Finance and Corporate Resources) was submitted on a change to the establishment to support the homelessness prevention services within the Central Homelessness Team.

In 2013/2014, an allocation of £46,000 had been made to Housing and Technical Resources from tackling poverty funding to support the provision of a Policy Officer (Homelessness Prevention).

During 2015, the Executive Committee approved the transfer of Tackling Poverty monies direct to the Council Resources responsible for delivering the programme. This resulted in £46,000 mainstream funding being transferred to Housing and Technical Resources for the ongoing funding of the Policy Officer's (Homelessness Prevention) post.

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. The temporary funding ended in December 2018.

Homelessness prevention remained a core function within the Central Homelessness Service and continued to provide advice and support to homeless and potentially homeless persons. The Policy Officer (Homelessness Prevention) role would play a key part in the further development of the Service. It was, therefore, proposed that the post of Policy Officer (Homelessness Prevention), Grade 3, Level 2-4, SCP 61-74 (£29,161 to £35,311) be added to the Resource establishment on a permanent basis.

The Committee decided: that the post of Policy Officer (Homelessness Prevention) be added to the Housing and Technical Resources' staffing establishment on a permanent basis.

[Reference: Minutes of the Executive Committee of 11 March 2015 (Paragraph 21)]

11 Housing Allocation Policy

A report dated 28 February 2019 by the Executive Director (Housing and Technical Resources) was submitted on the introduction of the revised Housing Allocation Policy.

The current Housing Allocation Policy was introduced in June 2009 and had been subject to a number of amendments to reflect changes in legislation and to address particular local circumstances.

In accordance with Housing and Technical Resources' Policy Review Schedule, the Housing Allocation Policy had been subject to a full review during 2018/2019. A key focus of the review had been to ensure that the policy was fully compliant with the legislative requirements of the Housing (Scotland) Act 2014. This Act introduced key changes to the legal framework for the allocation of social rented housing in Scotland which would become effective on 1 May 2019.

In addition, the review also considered local and national policy developments which were 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 partners' priority objectives to significantly reduce homelessness as detailed within the Rapid Rehousing Transition Plan (RRTP)

During the pre-consultation stage, to support the development of the consultative draft Housing Allocation Policy, a focus had been placed on ensuring the effective involvement of tenants, other customers and key stakeholders in the co-production of the consultative draft Housing Allocation Policy. A particular focus had also been placed on engagement with elected members.

The consultative draft Housing Allocation Policy had been published on the Council's website for a 12 week formal consultation period from 21 November 2018 to 11 February 2019. Consultation events had taken place with specific interest groups, such as homelessness service users, sheltered tenants and residents in the Council's Gypsy traveller sites.

The proposed policy amendments, which required to reflect legislative requirements, were detailed in the report and included under occupancy and owner occupation

In addition to the amendments required to reflect legislative requirements, a number of other amendments were proposed in relation to the mainstream policy. Those took account of local needs and circumstances as well as local and national policy developments.

The revised Housing Allocation Policy remained fundamentally based upon meeting housing needs and key amendments included:-

- points categories
- offers of housing
- suspension of applications
- local letting plans

Proposed amendments to the sheltered housing aspect of the policy were also detailed in the report and included qualifying criteria and assessment of needs

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 was proposed that the sheltered aspect of the Housing Allocation Policy be implemented from 1 February 2020.

The revised Housing Allocation Policy document was attached as Appendix 1 to the report.

Following discussion, it was agreed that an awareness session be arranged, for all Members, on the amended Housing Allocation Policy.

The Committee recommended to the Executive Committee:

(1) that the amendments to the Housing Allocation Policy arising from the statutory provisions of the Housing (Scotland) Act 2014, as detailed in Section 6 of the report, be approved effective from 1 May 2019;

(2) that the mainstream housing aspects of the revised Housing Allocation Policy, as detailed in Section 7 of the report, be approved and implemented from 1 May 2019; and

(3) that the sheltered housing aspects of the Housing Allocation Policy, as detailed in Section 8 of the report, be approved and implemented from 1 February 2020.

[Reference: Minutes of the Executive Committee of 5 November 2008 (Paragraph 16)]

12 Housing Allocation Policy – Local Letting Plans 2019/2020

A report dated 14 February 2019 by the Executive Director (Housing and Technical Resources) was submitted on the:-

- performance of the Housing Allocation Policy measured against the 2018/2019 letting targets
- mainstream letting targets for 2019/2020
- sheltered housing letting targets for 2019/2020
- Local Letting Initiatives for 2019/2020
- South Lanarkshire Letting Initiatives

As previously reported to this Committee and in accordance with the Housing and Technical Resources' Policy Review Schedule, the Housing Allocation Policy had been subject to a full review during 2018/2019. A report detailing the outcome of this review, along with the new Housing Allocation Policy, had been presented in a separate report to this Committee. This report confirmed that, subject to approval, Local Letting Plans (LLPs) would continue to feature within the revised Housing Allocation Policy when it was introduced in May 2019.

During 2018, work had taken place with key partners to produce a Rapid Re-housing Transition Plan (RRTP) for South Lanarkshire. The RRTP had been approved by this Committee on 23 January 2019 and set out the Council and its partners' priority objectives over the next 5 years to significantly reduce homelessness.

The development of LLPs and the approach taken by the Council to set local letting targets for each of the housing lists, along with a range of other actions, would contribute towards achieving the actions set out within the RRTP.

The planning process had been brought forward to allow letting targets and letting initiatives to be fully implemented from the start of the financial year 2019/2020. Consequently, the information provided in relation to letting targets had been projected to the end of the financial year based on actual data collected during the period 2 April 2018 to 6 January 2019.

Performance information, which was set against targets for 2018/2019 for both mainstream and sheltered properties and detailed in appendices 1 and 2 to the report, had confirmed that the housing management areas were projected to meet their targets. In terms of the individual local office targets, there were some minor variations which, in general, could be attributed to variations in demand for housing within specific areas.

In relation to sheltered properties, local variations were mainly due to the low number of lets and also differences in supply and demand within certain areas.

The proposed letting targets for mainstream properties for 2019/2020 for each of the housing management areas were also detailed in Appendix 1 to the report.

The letting targets proposed for sheltered properties were set out in Appendix 2 to the report and details of the proposed Local Letting Initiatives (LLIs) for 2019/2020 were set out in Appendix 3 to the report.

An internal review, which had been undertaken in relation to LLIs, had confirmed the need to retain all 6 LLIs and concluded that the current criteria should be applied in 2019/2020.

In addition, it was proposed that a new LLI be introduced in the Kelvin Gardens area of Hamilton. The LLI was detailed in Appendix 3 to the report and aimed to address issues relating to low tenancy sustainment within Kelvin Gardens by providing housing support and money advice to new tenants.

Details of the South Lanarkshire Letting Initiative (SLLI), introduced to mitigate the impact of Welfare Reform in South Lanarkshire on tenants affected by the under occupancy provisions of the Welfare Reform Act 2012, were provided in Appendix 4 to the report. The impact of the Initiative had been limited in terms of mitigating the impact of under occupancy provisions, however, it remained a useful tool to help affected tenants and would be retained for 2019/2020, together with the current eligibility criteria.

The Committee decided:

(1) that the performance achieved through the Housing Allocation Policy against the 2018/2019 letting targets be noted;

(2) that the 2019/2020 mainstream letting targets, as detailed in Appendix 1 to the report, be approved;

(3) that the 2019/2020 sheltered letting targets, as detailed in Appendix 2 to the report, be approved;

(4) that the Local Letting Initiatives, as detailed in Appendix 3 to the report, be approved; and

(5) that the South Lanarkshire Letting Initiatives, as detailed in Appendix 4 to the report, be approved.

[Reference: Minutes of 23 January 2019 (Paragraph 13) and 7 March 2018 (Paragraph 10)]

13 Scottish Government's Consultation on 'Local Connection and Intentionality Provisions in Homelessness Legislation'

A report dated 15 February 2019 by the Executive Director (Housing and Technical Resources) was submitted on the Scottish Government's Consultation on 'Local connection and intentionality provisions in homelessness legislation'.

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 had produced a final report in 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.

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 had produced a consultation paper and was looking for views to be submitted by 25 April 2019.

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

At its meeting on 23 January 2019, this Committee approved South Lanarkshire's first Rapid Rehousing Transition Plan (RRTP) 2019 to 2024, which set out an ambitious vision and priority objectives for preventing and reducing homelessness.

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 Committee decided: that the proposed Council response to the Scottish Government's consultation on Local Connection and Intentionality Provisions in homelessness, as detailed in Appendix 1, be approved for submission to the Scottish Government by the due date of 25 April 2019.

[Reference: Minutes of 23 January 2019 (Paragraph 13) and Minutes of the Executive Committee of 30 August 2017 (Paragraph 10)]

Councillor Buchanan left the meeting after this item of business

14 Overtoun Park, Rutherglen – Asset Transfer to Grow 73

A report dated 26 February 2019 by the Executive Director (Housing and Technical Resources) was submitted on the community asset transfer of 3 dormant bowling greens at Overtoun Park, Rutherglen to Grow 73.

The Council currently leased land at Overtoun Park, Rutherglen to Overtoun Bowling Club. The bowling club had been on this site for a considerable period of time, however, its current lease ran on a year to year basis at a rental of £1 per annum, if asked. In recent years, the bowling club had concentrated its activity on only 1 of the 4 available greens.

Grow 73, a local community group who already delivered weekly community gardening sessions within the park, entered into discussion with the bowling club regarding the possible use of the unused greens for a community growing project.

A formal application for asset transfer, by a 15 year lease at a nominal rent, under the Community Empowerment (Scotland) Act 2015 had been 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 had been extended to 20 March 2019.

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

The Community Asset Transfer Assessment Panel had considered the application on 10 December 2018 and 6 February 2019, and the key matters it had taken into account were detailed in the report.

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

The Committee decided:

(1) that the 3 dormant bowling greens at Overtoun Park, Rutherglen be leased to Grow 73 subject to the principal terms and conditions outlined in Sections 4 and 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 any necessary legal agreements on terms which were in the best interests of the Council.

Councillors Brown, Fulton and Lennon, having declared an interest in the above item of business, withdrew from the meeting during its consideration

15 Delegated Authority Report - Update

A report dated 28 January 2019 by the Executive Director (Housing and Technical Resources) was submitted on the level of transactions processed by Property Services during the period 1 July to 31 December 2018.

The Executive Director (Housing and Technical Resources), under delegated powers, had authority to deal with various transactions including:-

- leases up to the value of £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

Details of the transactions undertaken during quarters 2 and 3, 1 July to 31 December 2018, were as follows:-

	Quarter 2	**Quarter 3**
Number of transactions	44	69
Total value of lease transactions	£88,410 per annum	£164,824 per annum
Total value of capital transactions	£1,050,383	£1,538,554

The Committee decided: that the transactions processed by delegated authority during the period 1 July to 31 December 2018 be noted.

[Reference: Minutes of 31 October 2018 (Paragraph 14)]

16 Notification of Contracts Awarded - 1 August 2018 to 31 January 2019

A report dated 26 February 2019 by the Executive Director (Housing and Technical Resources) was submitted on:-

- contracts awarded by Housing and Technical Resources, Project Services, valued in excess of £50,000, in the period 1 August 2018 to 31 January 2019
- contracts awarded by Procurement Services
- sub-contacts awarded by Building Services

Details of the contracts and projects were provided in the appendices to the report.

The Committee decided: that the report be noted.

[Reference: Minutes of 22 August 2018 (Paragraph 12)]

17 Update on Welfare Reform Legislative Changes

A joint report dated 20 February 2019 by the Executive Directors (Housing and Technical Resources) and (Finance and Corporate Resources) was submitted on the key aspects of the Welfare Reform Programme on landlord and homelessness services.

An update was provided on the following activities:-

- Universal Credit (UC)
- under occupancy provisions
- benefit cap

The wider roll-out of the UC full service model had been completed across the UK in December 2018.

The process of moving remaining legacy benefit and tax credit claimants on to UC was termed “Managed Migration”. The UK Government recently announced that this would initially be progressed on the basis of a small scale pilot, involving 10,000 people, in July 2019. It was expected, that following evaluation of the pilot, further evaluation would be undertaken prior to a revised programme for completing the managed migration across the UK being presented to Parliament. The UK Government had confirmed that it still anticipated full roll-out of UC by 2023.

The Committee decided:

(1) that the update on the impact of the key aspects of the Welfare Reform Programme be noted; and

(2) that the ongoing management and services arrangements be noted.

[Reference: Minutes of 31 October 2018 (Paragraph 12)]

18 Urgent Business

There were no items of urgent business.

SOUTH LANARKSHIRE COUNCIL

Report

Agenda Item

3

Report to:	**Housing and Technical Resources Committee**
Date of Meeting:	**5 June 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 (excl 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 (excl HRA) for the period 1 April 2018 to 31 March 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 the end of March 2019 of £6.895 million be noted.

3. Background

3.1. This is the fifth and final 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.

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 total capital programme for Housing and Technical Resources (excl HRA) for 2018/2019 was £7.351 million.

5.2. **<u>2018/2019 Final Position</u>**

Total expenditure to the 31 March 2019 was £6.895 million. For projects spending less than budget this year, this reflects the timing of spend and is not affecting operational delivery. The budget for this capital spend requires to be carried forward in to next financial year to complete projects.

5.3. **Accounting Adjustments** While sections 5.1 - 5.2 detail the position on the Capital Programme as set, Accounting Regulations mean that adjustments are required to report spend correctly as either capital or revenue for the purposes of publishing our Annual Accounts. This includes where spend is in relation to assets that are not owned by the Council and where the spend must be classed as revenue. There is no operational impact for projects from this adjustment – it is an accounting entry only.

5.4. £1.717 million of capital spend is required to be recorded as revenue spend. This means that for the purpose of publishing our Annual Accounts only, there is capital spend of £5.178 million.

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)

1 May 2019

Link(s) to Council Values/Ambitions/Objectives

- Accountable, Effective, Efficient and Transparent

Previous References

- Housing and Technical Resources Committee, 20 March 2019
- Executive Committee, 1 May 2019

List of Background Papers

- Financial ledger to 31 March 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

Appendix A

South Lanarkshire Council
Capital Expenditure 2018/19
Housing and Technical Resources Programme (excl HRA)
For Period 1 April 2018 – 31 March 2019

Housing and Technical Resources (excl HRA)	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	6,702	6,495
Private Housing Scheme of Assistance	0	0	0	0	0	0
Other Housing	398	251	0	649	649	400
TOTAL	**8,349**	**(998)**	**0**	**7,351**	**7,351**	**6,895**

Accounting Adjustments:

Less: Transfers to Revenue	(1,717)
2018/19 Outturn Position (Accounting Basis Only)	**5,178**

SOUTH LANARKSHIRE COUNCIL

Report

Agenda Item

4

Report to:	**Housing and Technical Resources Committee**
Date of Meeting:	**5 June 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 31 March 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 £53.962 million be noted.

3. Background

3.1. This is the fifth 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 2018/19 up to and including its meeting on 29 May 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. <u>2018/2019 Monitoring</u>
Anticipated spend to 31 March 2019 was £53.664 million and £53.962 million has been spent, which is £0.298 million higher than budget due to good progress on projects.

5.3. Housing and Technical Resources have also received additional one-off income of £5.018 million in 2018/2019 which will be added to the overall programme.

5.4. Taking into account the additional funding of £5.018 million and the year end spend position, there is a net £4.720 million of additional budget to carry forward to contribute to future years Housing programmes.

5.5. To reflect the profile of spend expected on the Housing Investment programme the 2019/2020 programme will be reduced by £0.110 million, and the 2020/2021 allocation increased by £4.830 million.

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)

8 May 2019

Link(s) to Council Values/Ambitions/Objectives

- Accountable, Effective, Efficient and Transparent

Previous References

- Housing and Technical Resources Committee, 20 March 2019
- Executive Committee, 31 May 2019

List of Background Papers

- Financial ledger to 31 March 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

South Lanarkshire Council
Housing Capital Programme 2018/19
As at 31 March 2019

Appendix A

	£m	£m
Anticipated Capital Expenditure 2018/19		**53.664**
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	
		53.664
Actual Expenditure to 31 March 2019		**53.962**
Actual Financing Position to 31 March 2019		
Capital Receipts – House Sales	0.088	
Capital Receipts – Land Sales	3.192	
Capital Financed From Current Revenue	23.730	
Prudential Borrowing	17.083	
Specific Grant – Scottish Government New Council Houses	5.730	
Specific Grant – Scottish Government Buy Backs	1.950	
Specific Grant – Scottish Government Mortgage to Rent	0.000	
Specific Grant – Scottish Natural Heritage	0.387	
Other Income	1.802	
		53.962

SOUTH LANARKSHIRE COUNCIL

Report

Agenda Item

5

Report to:	**Housing and Technical Resources Committee**
Date of Meeting:	**5 June 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 March 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 underspend of £0.207 million 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 fifth 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) on 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 £0.899 million. The financial forecast for the revenue budget to 31 March 2019 is a breakeven position after transfers to reserves of £0.899 million.

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 £0.899 million underspend on the specific funding will be seen this year. It has been agreed that this is transferred to reserves to meet costs associated with Homelessness in future years.

5.3. **As at 1 March 2019**, there is an underspend position against the phased budget, being £1.020 million. This is the position **before** transfers to reserves. The Resource position as at 1 March 2019 **after** approved transfers to reserves are taken into account, is an underspend of £0.207 million.

5.4. The £0.207 million underspend reflects that the Resource is also experiencing an underspend in respect of the Rapid Housing Programme funding of £0.105 million due to the timing of the receipt of additional General Revenue Grant funding, and also an underspend in respect of the scheme of assistance payments to homeowners (£0.102 million underspend) reflecting the current level of demand. As part of the final outturn position, approval will be sought to transfer the Rapid Housing Programme funding to reserves to be carried forward for use in future years.

5.5. 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)

1 May 2019

Link(s) to Council Values/Ambitions/Objectives

- Accountable, Effective, Efficient and Transparent

Previous References

- Housing and Technical Resources Committee, 20 March 2019

List of Background Papers

- Financial ledger and budget monitoring results to 1 March 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

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 1 March 2019 (No.13)

Housing and Technical Resources Summary (excl HRA)

Budget Category	Annual Budget £000	Forecast for Year BEFORE Transfers £000	Annual Forecast Variance BEFORE Transfers £000	Annual Forecast Variance AFTER Transfers £000	Budget Proportion 01/03/19 £000	Actual 01/03/19 £000	Variance 01/03/19 £000		% Variance 01/03/19	Note
Employee Costs	8,254	7,926	328	328	7,365	7,047	318	under	4.3%	
Property Costs	17,902	17,828	74	74	16,393	16,337	56	under	0.3%	
Supplies & Services	279	210	69	69	171	159	12	under	7.0%	
Transport & Plant	280	256	24	24	224	186	38	under	17.0%	
Administration Costs	514	541	(27)	(27)	231	232	(1)	over	(0.4%)	
Payments to Other Bodies	6,080	6,215	(135)	(135)	5,148	5,204	(56)	over	(1.1%)	
Payments to Contractors	2,693	2,705	(12)	(12)	1,728	1,740	(12)	over	(0.7%)	
Transfer Payments	0	0	0	0	0	0	0	-	0.0%	
Financing Charges	51	48	3	3	41	32	9	under	22.0%	
Total Controllable Exp.	36,053	35,729	324	324	31,301	30,937	364	under	1.2%	
Total Controllable Inc.	(16,141)	(16,716)	575	(324)	(12,950)	(13,606)	656	over recovered	5.1%	
Net Controllable Exp.	19,912	19,013	899	0	18,351	17,331	1,020	under	(5.6%)	
Transfer to Reserves (as at 01/03/19)					0	813	(813)	under recovered		
Position After Transfers to Reserves (as at 01/03/19)					18,351	18,144	207	under	(1.1%)	

Variance Explanations

Variances are shown in Appendix B and C as appropriate.

Budget Virements

Virements are shown in Appendix C.

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 1 March 2019 (No.13)

Housing Services

Budget Category	Annual Budget £000	Forecast for Year BEFORE Transfers £000	Annual Forecast Variance BEFORE Transfers £000	Annual Forecast Variance AFTER Transfers £000	Budget Proportion 01/03/19 £000	Actual 01/03/19 £000	Variance 01/03/19 £000		% Variance 01/03/19	Note
Employee Costs	2,371	2,397	(26)	(26)	2,115	2,037	78	under	3.7%	1
Property Costs	5,571	5,273	298	298	5,120	4,873	247	under	4.8%	2
Supplies & Services	182	119	63	63	77	79	(2)	over	(2.6%)	
Transport & Plant	115	106	9	9	78	61	17	under	21.8%	
Administration Costs	73	84	(11)	(11)	73	69	4	under	5.5%	
Payments to Other Bodies	3,793	3,732	61	61	3,281	3,265	16	under	0.5%	
Payments to Contractors	2,655	2,690	(35)	(35)	1,693	1,721	(28)	over	(1.7%)	
Transfer Payments	0	0	0	0	0	0	0	-	0.0%	
Financing Charges	12	13	(1)	(1)	12	7	5	under	41.7%	
Total Controllable Exp.	14,772	14,414	358	358	12,449	12,112	337	under	2.7%	
Total Controllable Inc.	(7,316)	(7,891)	575	(324)	(6,334)	(6,952)	618	over recovered	9.8%	3
Net Controllable Exp.	7,456	6,523	933	34	6,115	5,160	955	under	(15.6%)	
Transfer to Reserves (as at 01/03/19)					0	813	(813)	under recovered		
Position After Transfers to Reserves (as at 01/03/19)					6,115	5,973	142	under	(2.3%)	

Variance Explanations

1. Employee Costs includes an underspend of £0.105m due to the timing of the receipt of Rapid Rehousing Transitional Planning Funding General Revenue Grant.
2. The current level of bad debt 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.

Appendix C

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 1 March 2019 (No.13)

Property Services

Budget Category	Annual Budget £000	Forecast for Year BEFORE Transfers £000	Annual Forecast Variance BEFORE Transfers £000	Annual Forecast Variance AFTER Transfers £000	Budget Proportion 01/03/19 £000	Actual 01/03/19 £000	Variance 01/03/19 £000		% Variance 01/03/19	Note
Employee Costs	5,883	5,529	354	354	5,250	5,010	240	under	4.6%	1
Property Costs	12,331	12,555	(224)	(224)	11,273	11,464	(191)	over	(1.7%)	2
Supplies & Services	97	91	6	6	94	80	14	under	14.9%	
Transport & Plant	165	150	15	15	146	125	21	under	14.4%	
Administration Costs	441	457	(16)	(16)	158	163	(5)	over	(3.2%)	
Payments to Other Bodies	2,287	2,483	(196)	(196)	1,867	1,939	(72)	over	(3.9%)	3, a
Payments to Contractors	38	15	23	23	35	19	16	under	45.7%	
Transfer Payments	0	0	0	0	0	0	0	-	0.0%	
Financing Charges	39	35	4	4	29	25	4	under	13.8%	
Total Controllable Exp.	21,281	21,315	(34)	(34)	18,852	18,825	27	under	0.1%	
Total Controllable Inc.	(8,825)	(8,825)	0	0	(6,616)	(6,654)	38	over recovered	0.6%	
Net Controllable Exp.	12,456	12,490	(34)	(34)	12,236	12,171	65	under	(0.5%)	
Transfer to Reserves (as at 01/03/19)					0	0	0	-		
Position After Transfers to Reserves (as at 01/03/19)					12,236	12,171	65	under	(0.5%)	

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 overspends including rental costs and demand for repairs.
3. The overspend in Payments to Other Bodies reflects the current demand for Adaptations for the Private Sector Housing Scheme of Assistance being higher than budgeted, this is partially offset by an underspend in payments to homeowners to reflect current demand levels.

Budget Virements

a. Reversal of transfer from Reserves in respect of Private Sector Housing Scheme of Assistance (£0.306m): Payment to Other Bodies (£0.306m).

SOUTH LANARKSHIRE COUNCIL

Report

Agenda Item

6

Report to:	**Housing and Technical Resources Committee**
Date of Meeting:	**5 June 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 March 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 fifth 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) on Appendix A.

4. Employee Implications

4.1. None.

5. Financial Implications

5.1. As at 1 March 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)

1 May 2019

Link(s) to Council Values/Ambitions/Objectives

- Accountable, Effective, Efficient and Transparent

Previous References

- Housing and Technical Resources Committee, 20 March 2019

List of Background Papers

- Financial ledger and budget monitoring results to 1 March 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

Appendix A

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 1 March 2019 (No.13)

Housing Revenue Account

Budget Category	Annual Budget £000	Forecast for Year £000	Annual Forecast Variance £000	Budget Proportion 01/03/19 £000	Actual 01/03/19 £000	Variance 01/03/19 £000		% Variance 01/03/19	Note
Employee Costs	12,718	12,544	174	11,501	11,390	111	under	1.0%	1
Property Costs	42,507	42,465	42	32,971	32,924	47	under	0.1%	2
Supplies & Services	610	554	56	546	495	51	under	9.3%	3
Transport & Plant	194	174	20	182	162	20	under	11.0%	
Administration Costs	5,713	5,677	36	627	617	10	under	1.6%	
Payments to Other Bodies	3,221	3,221	0	66	43	23	under	34.8%	
Payments to Contractors	100	129	(29)	95	123	(28)	over	(29.5%)	
Transfer Payments	0	0	0	0	0	0	-	0.0%	
Financing Charges	23,730	23,761	(31)	51	46	5	under	9.8%	
Total Controllable Exp.	88,793	88,525	268	46,039	45,800	239	under	0.5%	
Total Controllable Income	(98,991)	(98,432)	(559)	(82,693)	(82,454)	(239)	under recovered	0.3%	4
Transfer to/(from) Balance Sheet	(4,603)	(4,604)	1	(4,249)	(4,249)	0	-	0.0%	
Net Controllable Exp.	(14,801)	(14,511)	(290)	(40,903)	(40,903)	0	-	0.0%	
Loan Charges	14,801	14,511	290	0	0	0	-	0.0%	
Net Controllable Exp.	0	0	0	(40,903)	(40,903)	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. This underspend reflects reduced IT maintenance costs for the existing Housing Management System as part of the transition towards implementation of new Housing Management System.
4. The under recovery in rental income is in relation to the timing of new build completions, which is slightly behind budget forecasts.

SOUTH LANARKSHIRE COUNCIL

Report

Agenda Item

7

Report to:	**Housing and Technical Resources Committee**
Date of Meeting:	**5 June 2019**
Report by:	**Executive Director (Finance and Corporate Resources)** **Executive Director (Housing and Technical Resources)**

Subject:	**Housing and Technical Resources – Workforce Monitoring – February to April 2019**

1. Purpose of Report

1.1. The purpose of the report is to:-

- provide employment information for February to April 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 February to April 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 9 March 2019

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 February to April 2019.

4. Monitoring Statistics

4.1. **Attendance Statistics (Appendix 1)**

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

The Resource absence figure for April 2019 was 5.0%, this figure has decreased by 0.5% when compared to last month and is 1.0% higher than the Council-wide figure. Compared to April 2018, the Resource absence figure has increased by 0.1%.

Based on the absence figures at April 2019 and annual trends, the projected annual average absence for the Resource for 2019/2020 is 5.0%, compared to a Council-wide average figure of 4.0%.

For the financial year 2019/2020, the projected average days lost per employee equates to 12.4 days, compared with the overall figure for the Council of 9.7 days per employee.

4.2. **Occupational Health (Appendix 2)**
In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 196 referrals were made this period. This represents an increase of 24 when compared with the same period last year.

4.3. **Accident/Incident Statistics**
There were 14 accidents/incidents recorded within the Resource this period, a decrease of 1 when compared to the same period last year.

4.4. **Discipline, Grievance and Dignity at Work (Appendix 2)**
During the period, 2 disciplinary hearings were held within the Resource, this figure has increased by 1 when compared to last year. During this period no appeals were heard by the Appeals Panel. No grievance hearings were held within the Resource, this figure has decreased by 1 when compared to the same period last year. One Dignity at Work complaint was raised within the Resource, this figure has increased by 1 when compared to the same period last year.

4.5. **Analysis of Leavers (Appendix 2)**
There were 9 leavers in the Resource eligible for an exit interview this period, a decrease of 2 when compared with the same period last year. One exit interviews was conducted.

5. Staffing Watch (Appendix3)

5.1. There was a decrease of 21 employees in post from 8 December 2018 to 9 March 2019.

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)

10 May 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, 20 March 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

APPENDIX 1

ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020
Housing & Technical Resources

APT&C				Manual Workers				Resource Total				Council Wide			
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020
April	4.3	3.9	3.9	**April**	4.5	6.5	6.7	**April**	4.4	4.9	5.0	**April**	3.9	4.1	4.0
May	4.2	3.6		**May**	3.9	6.5		**May**	4.1	4.8		**May**	4.2	4.2	
June	3.9	4.0		**June**	4.4	6.2		**June**	4.1	4.9		**June**	3.9	4.3	
July	4.3	3.7		**July**	4.9	6.3		**July**	4.5	4.8		**July**	3.0	3.4	
August	4.7	4.1		**August**	4.0	5.5		**August**	4.4	4.6		**August**	3.2	3.6	
September	4.3	4.5		**September**	4.5	6.2		**September**	4.4	5.2		**September**	4.0	4.4	
October	3.8	4.3		**October**	4.4	5.9		**October**	4.0	4.9		**October**	4.1	4.4	
November	4.9	4.8		**November**	6.4	6.5		**November**	5.5	5.5		**November**	4.8	5.1	
December	5.0	4.4		**December**	9.0	6.5		**December**	6.6	5.3		**December**	5.1	4.8	
January	5.4	4.2		**January**	7.3	7.0		**January**	6.2	5.3		**January**	5.0	4.9	
February	5.2	4.2		**February**	6.1	6.6		**February**	5.6	5.2		**February**	5.0	5.2	
March	5.1	4.2		**March**	6.0	7.3		**March**	5.4	5.5		**March**	4.7	4.9	
Annual Average	**4.6**	**4.2**	**3.9**	**Annual Average**	**5.5**	**6.4**	**6.7**	**Annual Average**	**4.9**	**5.1**	**5.0**	**Annual Average**	**4.2**	**4.4**	**4.0**

No of Employees at 30 April 2019	**878**	**No of Employees at 30 April 2019**	**555**	**No of Employees at 30 April 2019**	**1433**	**No of Employees at 30 April 2019**	**15364**

For the financial year 2019/20, the projected average days lost per employee equates to 12.4 days.

HOUSING AND TECHNICAL RESOURCES

	Feb-Apr 2018	Feb - Apr 2019
MEDICAL EXAMINATIONS Number of Employees Attending	64	74
EMPLOYEE COUNSELLING SERVICE Total Number of Referrals	7	23
PHYSIOTHERAPY SERVICE Total Number of Referrals	69	95
REFERRALS TO EMPLOYEE SUPPORT OFFICER	30	22
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	9	5
TOTAL	**172**	**196**

CAUSE OF ACCIDENTS/INCIDENTS	Feb-Apr 2018	Feb - Apr 2019
Specified Injuries*	2	0
Over 7 day absences	2	4
Over 3 day absences**	0	0
Minor	8	3
Near Miss	1	1
Violent Incident: Physical****	1	1
Violent Incident: Verbal*****	1	5
Total Accidents/Incidents	**15**	**14**

*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 pen

**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	Feb-Apr 2018	Feb - Apr 2019
Total Number of Hearings	1	2
Total Number of Appeals	1	0
Appeals Pending	0	0

Time Taken to Convene Hearing Feb - Apr 2019

0-3 Weeks	4-6 Weeks	Over 6 Weeks
0	33	67

RECORD OF GRIEVANCE HEARINGS	Feb-Apr 2018	Feb - Apr 2019
Number of Grievances	1	0
Number Resolved at Stage 1	0	0
Number Resolved at Stage 2	0	0
Number Resolved at Stage 3	0	0
Still in Progress	0	0

RECORD OF DIGNITY AT WORK	Feb-Apr 2018	Feb - Apr 2019
Number of Incidents	0	1
Number Resolved at Informal Stage	0	0
Number Resolved at Formal Stage	0	0
Number of Appeals	0	0
Appeals in Process	0	0
Still in Process	0	0

ANALYSIS OF REASONS FOR LEAVING	Feb-Apr 2018	Feb - Apr 2019
Career Advancement	2	0
Other	1	1
Number of Exit Interviews conducted	**3**	**1**
Total Number of Leavers Eligible for Exit Interview	**11**	**9**
Percentage of interviews conducted	**27%**	**11%**

APPENDIX 3

JOINT STAFFING WATCH RETURN
HOUSING & TECHNICAL RESOURCES

1. As at 9 March 2019

Total Number of Employees				
MALE		FEMALE		TOTAL
F/T	P/T	F/T	P/T	
852	19	299	136	1306

*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	189.46	670.63	346.09	35	10	2	0	0	1254.18

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

SOUTH LANARKSHIRE COUNCIL

Report

Agenda Item

8

Report to:	**Housing and Technical Resources Committee**
Date of Meeting:	**5 June 2019**
Report by:	**Executive Director (Housing and Technical Resources)**

Subject:	**Acquisition of 5 Quay Road North, Rutherglen**

1. Purpose of Report

1.1. The purpose of the report is to:-

- request approval to acquire the current Land and Fleet Services' depot at 5 Quay Road North, Rutherglen

2. Recommendation(s)

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

(1) that the terms and conditions for the acquisition of 5 Quay Road North, Rutherglen, set out in Section 4 of this report, be approved; 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 other matters pertaining to the acquisition of 5 Quay Road North and to enter into the necessary legal agreements on terms which are in the best interests of the Council

3. Background

3.1. Land and Fleet Services currently provide grounds maintenance and street cleansing operations in the Rutherglen and Cambuslang area from a depot located at 5 Quay Road North, Rutherglen.

3.2. The building at 5 Quay Road North is leased from SMG Investments Limited (in administration) and the rear yard, known as Seath Road, is leased from Kirkmanse Limited. Both leases are due to expire in September 2019.

3.3. Land and Fleet Services have confirmed that they no longer require the rear yard area known as Seath Road, therefore, the owners, Kirkmanse Limited, have been notified of our intention to quit this lease in September 2019.

3.4. The current rental for the building at 5 Quay Road North is £59,500 per annum, with the cost of dilapidations, due under the current lease, being estimated to be in the region of £133,000 to £214,000.

3.5. The landlord of this building entered administration in October 2018 and the administrator approached the Council to ascertain whether the Council would either enter into a long term lease or have an interest in acquiring the building.

3.6. Consideration has been given to a number of options, including moving the service to alternative lease accommodation in the Rutherglen area, however, the option to acquire the building and to remain in occupation of the existing facility is considered to be the preferred option.

4. Proposal

4.1. It is proposed to acquire the building at 5 Quay Road North, Rutherglen, extending to 1,286 sq m or thereby, from SMG Investments Limited (in administration), c/o Johnston Carmichael, subject to the following principal conditions:-

1. the purchase price to be the sum of £350,000 exclusive of VAT
2. on completion of the acquisition the existing lease will be brought to an end and there will be no ongoing dilapidations or repairs liabilities due under the existing lease
3. each party will be responsible for their own legal fees

5. Employee Implications

5.1. There are no employee implications.

6. Financial Implications

6.1. Acquisition of the property will be funded from:-

- £155,000 currently held in reserve for dilapidation works to the building
- £195,000 from the Zero Waste Fund Programme

6.2. Land and Buildings Transaction Tax will be applicable on the acquisition, estimated at £9,500, which is payable by the Council.

7. Equality Impact Assessment and Consultation Arrangements

7.1 Consultation was carried out with Community and Enterprise Resources and Finance and Legal Services regarding the proposal.

7.2. 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)

30 April 2019

Link(s) to Council Values/Ambitions/Objectives

- Accountable, effective, efficient and transparent

Previous References

- None

List of Background Papers

- None

Contact for Further Information
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SOUTH LANARKSHIRE COUNCIL

Report

Agenda Item

9

Report to:	**Housing and Technical Resources Committee**
Date of Meeting:	**5 June 2019**
Report by:	**Executive Director (Housing and Technical Resources)**

Subject:	**Acquisition of Land at Drumgray Avenue, Moray View, Uddingston**

1. Purpose of Report

1.1. The purpose of the report is to:-

- request approval to acquire land at Drumgray Avenue, Moray View, Uddingston, extending to 0.477 hectares, or thereby, for the development of the Council's new build housing stock

2. Recommendation(s)

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

(1) that the site at Drumgray Avenue, Moray View, Uddingston, extending to 0.477 hectares, or thereby, be acquired from BDW Trading Limited for the sum of £408,400, exclusive of VAT, to accommodate the proposed development of the Council's new build housing stock; 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 other matters pertaining to the acquisition of the land and to enter into the necessary legal agreements on terms which are in the best interests of the Council.

3. Background

3.1. The site of the former gas works and depot at Moray View, Uddingston received planning consent from the Council for residential development in 2008. As a condition of the consent the former owners of the site, Birch Estates Limited, entered into an agreement with the Council under Section 75 of the Town and Country Planning (Scotland) Act 1997 in respect of reserving two plots within the development for affordable housing, extending to 0.477 hectares (1.178 acres) as shown on the attached indicative plan.

3.2. Within the agreement the Council had an option to purchase the plots to develop social housing at a price of £400,000 subject to indexation from 2008. The Council could also nominate another Registered Social Landlord under the agreement to acquire the land to develop social housing. In the event that neither of these options are exercised the agreement allows for the site to be developed by the land owner for private housing on payment of a commuted sum to the Council to be determined by an independent valuation.

3.3. The site at Moray View was acquired from Birch Estates in 2013 by BDW Trading Limited (Barratt Homes) and they have now developed the remainder of the land for private housing with the affordable housing plots remaining undeveloped.

3.4. Provisional negotiations have been concluded with BDW Trading Limited for the Council to purchase the plots of land for the sum of £408,400. BDW Trading Limited have constructed the access roads and footpaths to adoptable standard and services are available within close proximity of the plots.

4. Proposal

4.1. It is therefore proposed to acquire the plots of land at Drumgray Avenue, Uddingston, extending to 0.477 hectares (1.178 acres) or thereby, as shown on the attached indicative plan, from BDW Trading Limited, subject to the following principal conditions:-

- the purchase price to be the sum of £408,400 exclusive of VAT
- on completion of the acquisition the aforementioned Section 75 agreement will be discharged
- a maximum of 21 residential units to be developed on site
- the Council to be fully satisfied as to the ground conditions and services to the site
- each party will be responsible for their own legal fees

5. Employee Implications

5.1. There are no employee implications.

6. Financial Implications

6.1. This site and the associated new homes had been under consideration for inclusion in the Council's new housing programme and, based on initial feasibility studies carried out, it is proposed now to incorporate this site within the programme.

6.2. Acquisition of the plots will be funded from the Housing Revenue Account Capital Programme approved by Council on 20 February 2019.

7. Other Implications

7.1. If the proposal did not proceed there would be implications on the delivery of additional social housing units within the Council's new build programme.

7.2. There are no implications for sustainability in terms of the information contained within the report.

8. Equality Impact Assessment and Consultation Arrangements

8.1 All necessary consultations with Housing, Planning, Roads and Legal Services have taken place and they are supportive of the proposal.

8.2. 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)

16 April 2019

Link(s) to Council Values/Ambitions/Objectives

- Improve the availability, quality and access of housing
- Accountable, effective, efficient and transparent
- Achieve results through leadership, good governance and organisational effectiveness

Previous References

- None

List of Background Papers

- None

Contact for Further Information

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

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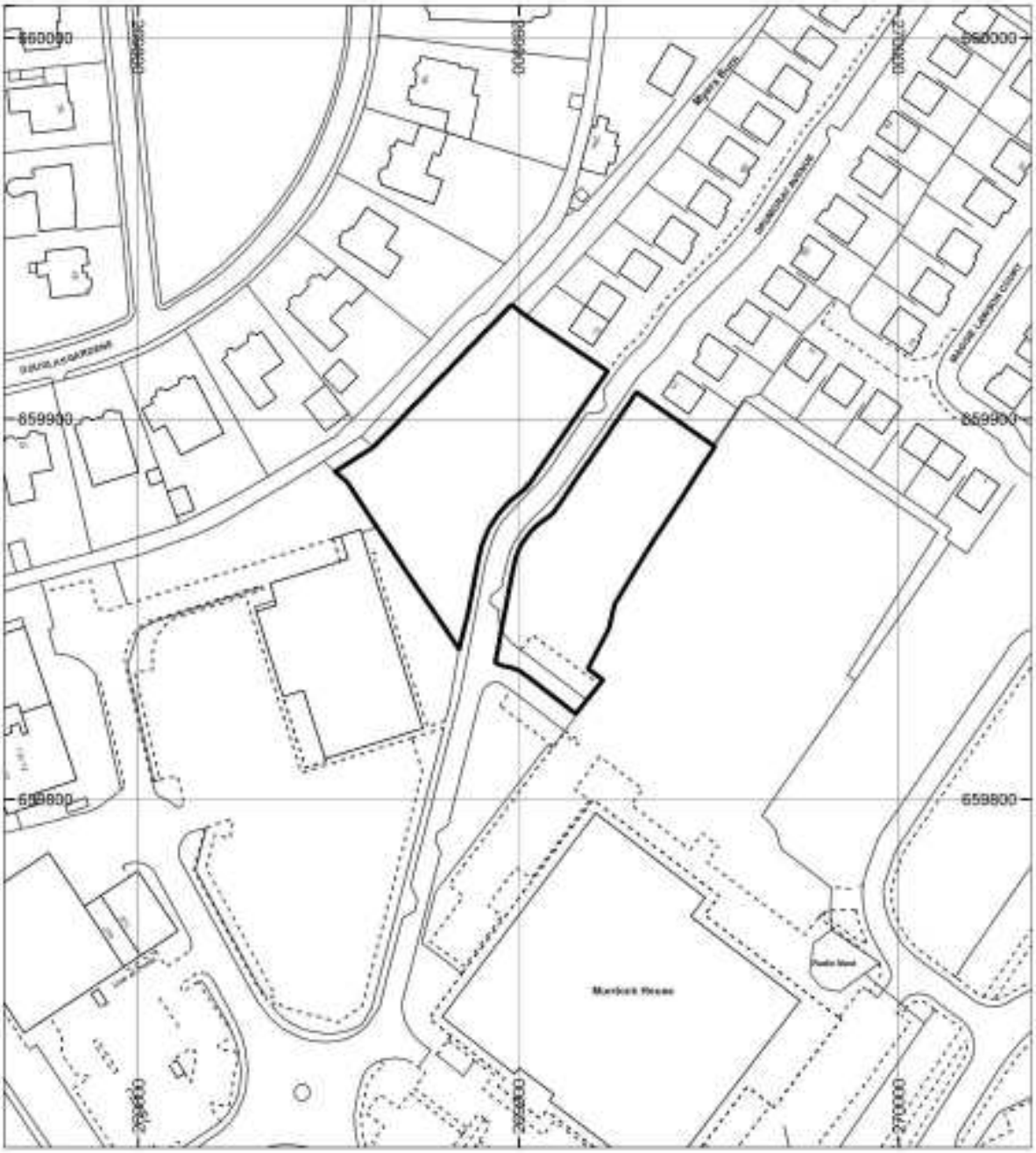
LOCATION PLAN - For Committee Purposes Only

Ground at Drumgray Avenue

Uddingston

SOUTH LANARKSHIRE COUNCIL

PROPERTY SERVICES



Contents outlined in Black 4770 square metres or thereby.

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Ordnance Survey 100020730.

DATE: 08/04/2019

SOUTH LANARKSHIRE COUNCIL

Report

Agenda Item

10

Report to:	**Housing and Technical Resources Committee**
Date of Meeting:	**5 June 2019**
Report by:	**Executive Director (Housing and Technical Resources)**

Subject:	**Acquisition of Houses at Gilbertfield, Cambuslang - Section 75 Planning Reference CR/15/0239**

1. Purpose of Report

1.1. The purpose of the report is to:-

- request approval to acquire 57 new houses at Gilbertfield, Cambuslang, as part of the new Council housing programme, in fulfilment of the Planning obligations associated with the private residential development of the site

2. Recommendation(s)

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

(1) that 57 completed affordable housing dwellings be acquired from Persimmon Homes Limited for a total price not in excess of £8.3 million (which includes the cost of land), to fulfil the Planning obligations associated with the residential development of the site, and in terms of the principal conditions contained in Section 4 of this report; and

(2) that authority be granted to the Executive Director (Housing and Technical Resources) to authorise the transactions and instruct Legal Services to conclude transactions, in the appropriate manner and in the best interest of the Council.

3. Background

3.1. The site at Gilbertfield in Cambuslang is identified within the Council's Strategic Housing Investment Plan as a priority site in delivering the Council's new homes target.

3.2. At the Planning Committee of 28 March 2017, Persimmon Homes Ltd were granted approval for the construction of 386 dwellings at Gilbertfield, Cambuslang which included an obligation for the on site provision of up to 54 affordable homes.

3.3. Giving consideration to the various construction and procurement options available, the Council entered into negotiations with Persimmon Homes Ltd to provide their planning obligation for new affordable homes via a turnkey arrangement, with the Council only paying the full amount due on completion of each house. The proposal was developed on the basis of the Council's assessed need in terms of housing mix and layout and now consists of 57 units. The proposal has been assessed by the Council as representing value for money.

4. Proposal

4.1. It is therefore proposed to acquire, 57 completed houses from Persimmon Homes Ltd, subject to the following principal conditions:-

- Persimmon Homes Ltd obtaining planning permission
- the Council will pay a deposit of £15,500 per unit
- an additional payment of £20,000 will be made when foundations are complete, with works valued on a quarterly basis
- the remainder of the purchase price will be paid upon completion and transfer of title
- the properties will be acquired in batches of 6 units or more at a time
- the Council will obtain a standard security over the site until such times as all houses have been completed
- the Council will receive a third party warranty covering defects and structure
- each party will be responsible for their own legal fees

5. Employee Implications

5.1. There are no employee implications.

6. Financial Implications

6.1. This site and the associated new homes had been under consideration for inclusion in the Council's new housing programme and, based on the feasibility studies carried out, it is proposed now to incorporate this site within the programme.

6.2. Acquisition of the completed homes will be funded from the Housing Revenue Account Capital Programme approved by Council on 20 February 2019.

6.3. The current proposal is to purchase 57 completed homes from Persimmon Homes Ltd, at a total cost not to exceed £8.3 million, which includes the cost of the land.

7. Other Implications

7.1. If the proposal did not proceed there would be implications to the delivery of the new Council housing programme.

7.2. There are no implications for sustainability in terms of the information contained within the report.

8. Equality Impact Assessment and Consultation Arrangements

8.1. All necessary consultations with Housing, Planning, Roads and Legal Services have taken place and they are supportive of the proposal.

8.2. 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)

15 May 2019

Link(s) to Council Values/Ambitions/Objectives

- Improve the availability, quality and access of housing
- Accountable, effective, efficient and transparent
- Achieve results through leadership, good governance and organisational effectiveness

Previous References

- None

List of Background Papers

- None

Contact for Further Information

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

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SOUTH LANARKSHIRE COUNCIL

Report

Agenda Item

11

Report to:	**Housing and Technical Resources Committee**
Date of Meeting:	**5 June 2019**
Report by:	**Executive Director (Housing and Technical Resources)**

Subject:	**Disposal of 1 Langlands Gate, East Kilbride**

1. Purpose of Report

1.1. The purpose of the report is to:-

- request approval for the disposal of the property at 1 Langlands Gate, East Kilbride, to Phoenix Utilities Limited (or assignees or nominees)

2. Recommendation(s)

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

(1) that the office pavilion at 1 Langlands Gate, Langlands Business Park, East Kilbride, located on a site extending to 2,080 square metres or thereby, be disposed of to Phoenix Utilities Limited (or assignees or nominees) for the sum of £340,000, exclusive of VAT, and in terms of the principal conditions contained in Section 5 of this 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 other matters pertaining to the disposal of the property and to enter into the necessary legal agreements on terms which are in the best interests of the Council.

3. Background

3.1. 1 Langlands Gate, East Kilbride is a Class 4, 2 storey office pavilion located within Langlands Business Park. The property was constructed in 1999 and extends to 929 square metres internally, divided into 3 office suites. The building and car parking sits on a site extending to 2,080 square metres or thereby.

3.2. The property is part of the Council's non-operational lease portfolio, however, despite being consistently marketed, interest in leasing the property has been minimal with the property remaining vacant since 2013. This lack of demand from tenants, combined with the revenue costs associated with retaining a vacant property, which in 2018/2019 were £77,760, has an adverse impact on the non-operational lease portfolio performance. The property was therefore advertised for sale on the open market.

4. Marketing

4.1. The property was marketed for sale in March and April 2019 with marketing particulars being made available on the Council's website and on the Co-star commercial property data base. Site marketing boards were also erected around the property.

4.2. At the closing date of 26 April 2019, 1 offer was received and assessed. The offer was for the sum of £340,000 received from Phoenix Utilities Limited, who will utilise the facility for the relocation and expansion of their existing established business.

4.3. Phoenix Utilities Limited are a multi utility contactor who have been operating for 13 years and employ 44 full time equivalent workers. They plan to re-locate from existing premises in Darvel to accommodate growth plans.

5. Proposal

5.1. It is proposed to dispose of the site and property at 1 Langlands Gate, Langlands Business Park, East Kilbride, extending to 2,080 square metres or thereby, as shown on the plan within Appendix A, to Phoenix Utilities Limited (or assignees or nominees) subject to the following principal conditions:-

1. the purchase price to be £340,000, exclusive of VAT
2. the premises to be accepted in their current condition
3. the purchaser to meet the Council's reasonably incurred legal fees

6. Employee Implications

6.1. There are no employee implications.

7. Financial Implications

7.1. Disposal of this property will generate a receipt of £340,000 in financial year 2019/2020.

7.2. Disposal will also remove the revenue costs associated with this property, which were £77,760 in financial year 2018/2019.

8. Other Implications

8.1. If the proposal did not proceed, the risk to the Council would be that the property would remain vacant and the Council would remain liable for the ongoing costs, including maintenance, repairs, security and rates.

8.2. The sale to Phoenix Utilities Limited supports an incoming business to develop and expand.

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

9. Equality Impact Assessment and Consultation Arrangements

9.1. Consultation was carried out with Planning and Economic Development, Roads and Legal Services regarding the disposal. The proposed use is compliant with planning policy.

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)

3 May 2019

Link(s) to Council Values/Ambitions/Objectives

- Accountable, effective, efficient and transparent

Previous References

- None

List of Background Papers

- None

Contact for Further Information

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

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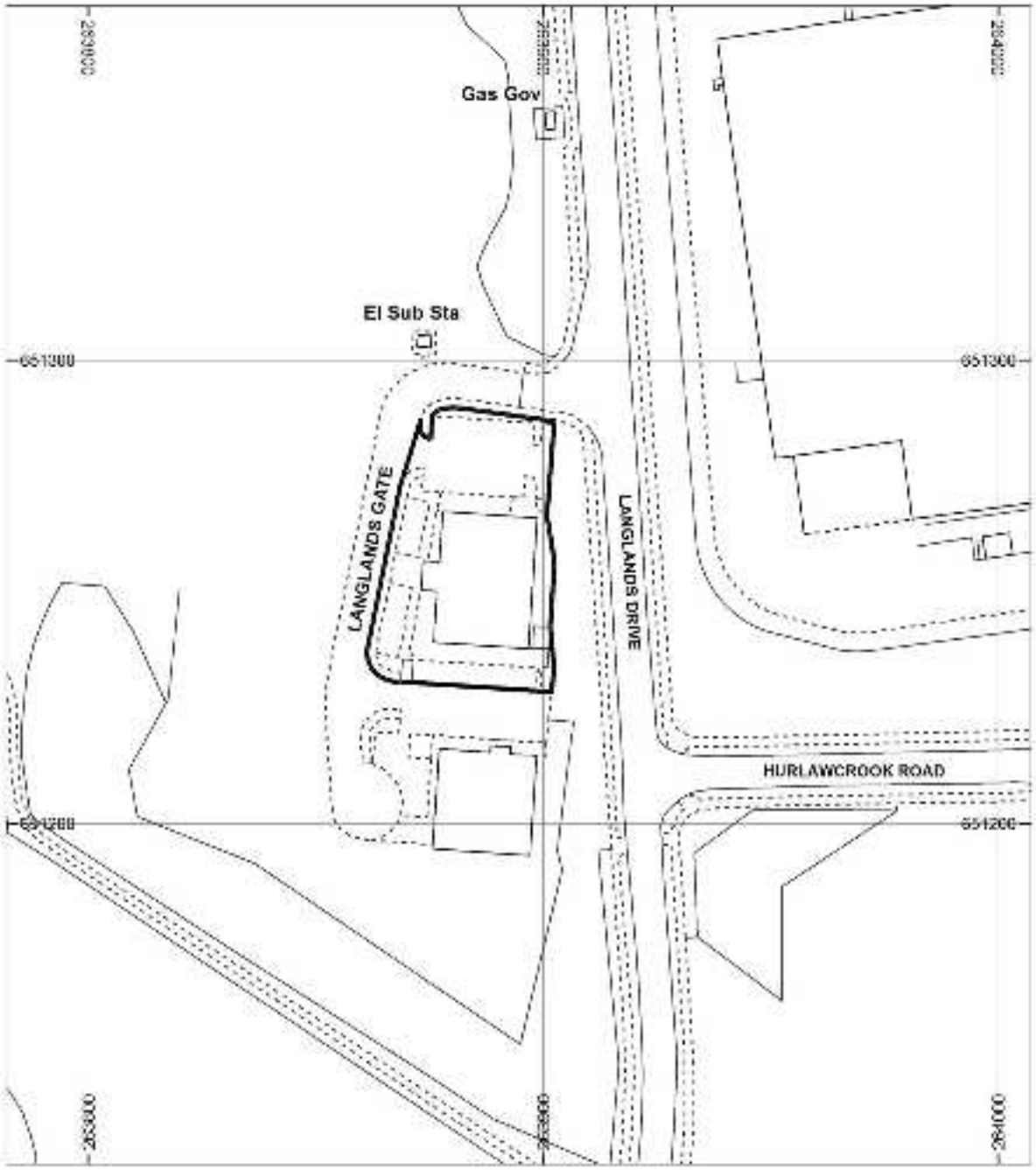
LOCATION PLAN - For Committee Purposes Only

Unit 1, Langlands Gate,

Kelvin South Business Park, East Kilbride

SOUTH LANARKSHIRE COUNCIL

PROPERTY SERVICES



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Ordnance Survey 100020730

DATE: 17/04/2019

SOUTH LANARKSHIRE COUNCIL

Report

Agenda Item

12

Report to:	**Housing and Technical Resources Committee**
Date of Meeting:	**5 June 2019**
Report by:	**Executive Director (Housing and Technical Resources)**

Subject:	**Brandon Gate, Hamilton – Renegotiation of Lease**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ request approval to extend the existing lease agreements with regards to Brandon Gate, Buildings A and B, Hamilton

2. Recommendation(s)

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

(1) that the revised terms and conditions for the lease of Brandon Gate, as set out in section 4 of this report are agreed; and

(2) that the Executive Director (Housing and Technical Resources), in consultation with the Head of Administration and Legal Services, if appropriate, be authorised to conclude all matters in respect of the lease and to enter into the necessary legal agreements on terms which are in the best interests of the Council.

3. Background

3.1. The performance of the Council's office portfolio is regularly reviewed and opportunities sought to further improve its efficiency. One such opportunity has arisen with regards to the accommodation at Brandon Gate, Hamilton.

3.2. The property is owned by Sparrowhawk Properties 605 Limited and the existing lease to the Council has 6 years remaining with a current rental of £780,600 per annum. The owners of the property have approached the Council to discuss a renegotiation of the current lease terms.

3.3. Brandon Gate is considered to be a core corporate accommodation asset. It is located centrally with good public transport links and access to public car parking making it easily accessible by both staff and service users.

3.4. Based upon current projections for service demand there is a long term requirement for office accommodation at this location.

4. Proposal

4.1. Following negotiation it is proposed that the terms of the existing lease are replaced with the principal terms and conditions as follows:-

1. The lease will be for 20 years from the date of variation
2. The rent is to be £581,514 per annum

3. The rent will be the subject of 5 yearly reviews based upon 2.5% per annum uplifts
4. The Landlord will make a one off contribution of £50,000 towards the costs of improvements to the property
5. Each party will bear their own legal expenses, however the Landlord will make a contribution of £5,000 towards the Council's costs

4.2. The proposed terms and conditions represent market value and offer a rental reduction of £199,086 p.a. on the current terms.

5. Employee Implications

5.1. There are no employee implications.

6. Financial Implications

6.1. The proposed rental of £581,514 per annum will be met from existing budgets, and reflects a reduction of £199,086 per annum from the current rent level.

6.2. Land Transaction Tax will be applicable to the new lease arrangements which is payable by the Council. It is estimated that this will be in the region of £70,000 to £80,000 and this will be met from the first year's rental savings.

7. Other Implications

7.1. Entering into the revised lease terms provides the Council with security in terms of future service delivery.

7.2. The longer term occupation presents the opportunity to enter into discussions with our partners regarding their future property requirements.

8. Equality Impact Assessment and Consultation Arrangements

8.1. Consultation was carried out with Finance and Legal Services regarding the proposal.

8.2. 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)

15 May 2019

Link(s) to Council Values/Ambitions/Objectives

- Accountable, effective, efficient and transparent

Previous References

- None

List of Background Papers

- None

Contact for Further Information
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SOUTH LANARKSHIRE COUNCIL

Report

Agenda Item

13

Report to:	**Housing and Technical Resources Committee**
Date of Meeting:	**5 June 2019**
Report by:	**Executive Director (Housing and Technical Resources)**

Subject:	**Council House Open Market Purchases to Support Regeneration Activity in East Whitlawburn**

1. Purpose of Report

1.1. The purpose of the report is to:-

- advise 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 a property on the open market exceeding the authorised £100,000, to support the implementation of the Master Plan proposals for East Whitlawburn

2. Recommendation(s)

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

(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 a property on the open market with a value in excess of the authorised £100,000 limit, to meet the urgent housing needs of applicants who require to be rehoused due to regeneration activity within East Whitlawburn; and

(2) that authority be granted to the Executive Director (Housing and Technical Resources), in conjunction with the Head of Administration and Legal Services to conclude all matters relating to the purchase of the property and to enter into the necessary legal agreements on terms which are in the best interests of the Council.

3. Background

3.1. A previous report to the Housing and Technical Resources Committee (1 July 2015) approved proposals for a Council House Open Market Purchase Scheme to increase the supply of Council housing stock aligned to four key strategic outcomes identified in our Local Housing Strategy including:-

- the purchase of high demand property types in areas where stock has been depleted through RTB
- the purchase of property to support area regeneration activity or address Empty Homes blight
- the purchase of property to secure majority owner status in shared blocks to facilitate planned maintenance and improvement works

- the purchase of property to address an urgent and specific applicant housing need promptly and more cost effectively than adapting and/or converting an existing council house

3.2. To facilitate implementation of the Scheme, a subsequent report to Executive Committee on 26 August 2015 approved a revision to the Scheme of Delegation increasing the Executive Director's (Housing and Technical Resources) financial limit for acquisitions to £100,000.

3.3. In September 2018, Estates Services were asked to identify properties on the open market, which are required to facilitate decants and/or permanent transfers for residents who are affected by the East Whitlawburn Regeneration Master plan. It is necessary to purchase properties due to the shortage of available Council stock within Cambuslang and Rutherglen areas. A potentially suitable property has now been identified, however the value of the property exceeds the maximum financial limit of £100,000 in the current Delegated Authority set for acquisition of land and property.

3.4. The property is a 3 bedroom upper cottage flat in the Eastfield area of Cambuslang. The property purchased would be added to the Council's operational housing stock. As with every purchase, the Council's surveyors would seek to secure best value through agreement of a discount to the Home Report value.

4. Employee Implications

4.1. There are no employee implications.

5. Financial Implications

5.1. The approved delegated authority maximum threshold for acquisition of the purchase of a suitable property is up to £100,000 and it is expected that the purchase of the property outlined in this report will be over this limit. The purchase is required quickly in order to meet timescales for the implementation of the East Whitlawburn Regeneration Master plan.

5.2. The purchase can be made within approved HRA Capital budgets and funding.

6. Other Implications

6.1. There are no significant risks or sustainability issues associated with this report.

6.2. Normal Council protocols to ensure that there are no conflicts of interest apply to this scheme.

7. Equality Impact Assessment and Consultation Arrangements

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

7.2. No formal consultation process was required in terms of the recommendation contained in this report.

Daniel Lowe
Executive Director (Housing and Technical Resources)

15 May 2019

Link(s) to Council Values/Ambitions/Objectives

- Improve the availability, quality and access of housing
- Work with communities and partners to promote high quality, thriving and sustainable communities
- Support our communities by tackling disadvantage and deprivation and supporting aspiration

Previous References

- Housing and Technical Resources Committee, 1 July 2015
- Executive Committee, 26 August 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:-
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SOUTH LANARKSHIRE COUNCIL

Report

Agenda Item

14

Report to:	**Housing and Technical Resources Committee**
Date of Meeting:	**5 June 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:-

- advise on transactions processed by delegated authority by Property Services during the final quarter of 2018/2019 and to provide a year-end summary

2. Recommendation(s)

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

(1) that the transactions processed by delegated authority by Property Services during the final quarter of 2018/2019, together with the year-end summary of all such transactions, 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 4 2018/2019

4.1 The summary of transactions progressed under delegated authority during the final quarter of 2018/2019 is shown in Appendix 1, column 1, however, can be summarised as follows:-

Total number of transactions	70
Total value of lease transactions	£87,974 per annum
Total value of capital transactions	£1,968,033

5. Annual Summary 2018/2019

5.1. The summary of all transactions progressed under delegated authority during the financial year 2018/2019 is shown on Appendix 1, column 2, and can be summarised as follows:-

Total number of transactions	246
Total value of lease transactions	£751,958 per annum
Total value of capital transactions	£5,531,407

5.2. The overall profile of the volume and value of transactions during 2018/2019 compares with previous years and the trend of increased volume of acquisitions continues. Acquisitions have increased due to the requirements for City Deal Projects, East Whitlawburn regeneration project and "off market" purchase of former right to buy properties in line with the Councils Strategic Housing Investment Plan and budgeted within the Housing Revenue Account Capital Programme. There is a fairly consistent number of disposal transactions.

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)

3 April 2019

Link(s) to Council Values/Ambitions/Objectives

- Accountable, effective, efficient and transparent

Previous References

- Housing and Technical Resources Committee, 20 March 2019
- 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 Asset and 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:-

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Delegated Authority Transactions

Transaction Type	Quarter 4 2018/19		Annual Summary	
	No	Value	No	Value
Lease Renewal	-	-	11	£97,758
New Lease	16	£68,374	66	£550,850
Assignation	2	-	13	£15,550
Rent Review	2	£19,600	12	£87,800
Total Revenue	20	£87,974	102	£751,958
Disposal	10	£170,300	29	£1,131,963
Compensation	-	-	4	£71,936
Waiver/Servitude	2	£38	15	£463
Acquisition	26	£1,797,695	67	£4,327,045
Total Capital	38	£1,968,033	115	£5,531,407
Miscellaneous	12	£272	29	£496,985