



Council Offices, Almada Street
Hamilton, ML3 0AA

Tuesday, 25 February 2020

Dear Councillor

Finance and Corporate Resources Committee

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

Date: Wednesday, 04 March 2020

Time: 14:00

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

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

Yours sincerely

Cleland Sneddon
Chief Executive

Members

Gladys Miller (Chair), Graeme Horne (Depute Chair), Collette Stevenson (Depute Chair), John Ross (ex officio), Alex Allison, John Anderson, Walter Brogan, Graeme Campbell, Peter Craig, Maureen Devlin, Isobel Dorman, Joe Fagan, Grant Ferguson, Geri Gray, Eric Holford, Eileen Logan, Joe Lowe, Hugh Macdonald, Monique McAdams, Catherine McClymont, Mark McGeever, Jim McGuigan, Lynne Nailon, Mo Razzaq, Jim Wardhaugh, Jared Wark

Substitutes

John Bradley, Robert Brown, Andy Carmichael, Poppy Corbett, Mary Donnelly, George Greenshields, Ian Harrow, Martin Lennon, Richard Lockhart, Katy Loudon, Davie McLachlan, Richard Nelson, Margaret B Walker, Josh Wilson

PLEASE NOTE THAT THERE WILL BE AN AWARENESS SESSION ON THE RENTAL INCOME MANAGEMENT POLICY CONSULTATION AT 3.00PM OR IMMEDIATELY FOLLOWING THIS COMMITTEE, WHICHEVER IS THE LATER, WHICH ALL MEMBERS ARE INVITED TO ATTEND

BUSINESS

1 Declaration of Interests

- 2 **Minutes of Previous Meeting** 5 - 14
Minutes of the meeting of the Finance and Corporate Resources Committee held on 11 December 2019 submitted for approval as a correct record. (Copy attached)

Monitoring Item(s)

- | | | |
|---|--|---------|
| 3 | Revenue Budget Monitoring 2019/2020 - Finance and Corporate Resources | 15 - 24 |
| | Report dated 10 January 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached) | |
| 4 | Capital Budget Monitoring 2019/2020 - Finance and Corporate Resources | 25 - 28 |
| | Report dated 13 February 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached) | |
| 5 | Finance and Corporate Resources – Workforce Monitoring – October to December 2019 | 29 - 36 |
| | Report dated 24 January 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached) | |
| 6 | Council-wide Workforce Monitoring – October to December 2019 | 37 - 58 |
| | Report dated 24 January 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached) | |
| 7 | Treasury Management Activity – Third Quarter Review | 59 - 66 |
| | Report dated 31 December 2019 by the Executive Director (Finance and Corporate Resources). (Copy attached) | |

Item(s) for Decision

- | | | |
|---|--|---------|
| 8 | Revenue Collection and Approval for Write-Offs | 67 - 72 |
| | Report dated 12 February 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached) | |

Item(s) for Noting

- | | | |
|---|--|---------|
| 9 | Scottish Social Security Update | 73 - 76 |
| | Report dated 12 February 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached) | |

Urgent Business

- | | | |
|----|---|--|
| 10 | Urgent Business | |
| | Any other items of business which the Chair decides are urgent. | |

For further information, please contact:-

Clerk Name: Stuart McLeod

Clerk Telephone: 01698 454815

Clerk Email: stuart.mcleod@southlanarkshire.gov.uk

FINANCE AND CORPORATE RESOURCES COMMITTEE

2

Minutes of meeting held in the Council Chamber, Council Offices, Almada Street, Hamilton on 11 December 2019

Chair:

Councillor Gladys Miller

Councillors Present:

Councillor Alex Allison, Councillor John Anderson, Councillor Graeme Campbell, Councillor Peter Craig, Councillor Maureen Devlin, Councillor Mary Donnelly (*substitute for Councillor Graeme Horne*), Councillor Isobel Dorman, Councillor Joe Fagan, Councillor Grant Ferguson, Councillor Eric Holford, Councillor Eileen Logan, Councillor Joe Lowe, Councillor Catherine McClymont, Councillor Mark McGeever, Councillor Davie McLachlan (*substitute for Councillor Monique McAdams*), Councillor Lynne Nailon, Councillor Mo Razzaq, Councillor Collette Stevenson (Depute), Councillor Jim Wardhaugh, Councillor Jared Wark

Councillors' Apologies:

Councillor Walter Brogan, Councillor Geri Gray, Councillor Graeme Horne (Depute), Councillor Hugh Macdonald, Councillor Monique McAdams, Councillor Jim McGuigan, Councillor John Ross (ex officio)

Attending:

Finance and Corporate Resources

P Manning, Executive Director; C Fergusson, Head of Finance (Transactions); T Little, Head of Communications and Strategy; G McCann, Head of Administration and Legal Services; S McLeod, Administration Officer; K McVeigh, Head of Personnel Services; J Taylor, Head of Finance (Strategy)

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Finance and Corporate Resources Committee held on 2 October 2019 were submitted for approval as a correct record.

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

3 Minutes of Appeals Panel

The minutes of the meetings of the Appeals Panel held on 22 October and 7 November 2019 were submitted for approval as a correct record.

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

4 Minutes of Grievance and Disputes Panel

The minutes of the meeting of the Grievance and Disputes Panel held on 30 October 2019 were submitted for approval as a correct record.

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

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

A report dated 13 November 2019 by the Executive Director (Finance and Corporate Resources) was submitted comparing actual expenditure for the period 1 April to 11 October 2019 against budgeted expenditure for 2019/2020 for Finance and Corporate Resources.

The Committee decided:

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

[Reference: Minutes of 2 October 2019 (Paragraph 5)]

6 Capital Budget Monitoring 2019/2020 – Finance and Corporate Resources

A report dated 21 November 2019 by the Executive Director (Finance and Corporate Resources) was submitted advising of progress on Finance and Corporate Resources' capital programme for 2019/2020 and summarising the expenditure position at 11 October 2019.

The Committee decided: that Finance and Corporate Resources' capital programme of £0.993 million, and expenditure to 11 October 2019 of £0.232 million, be noted.

[Reference: Minutes of 2 October 2019 (Paragraph 6)]

7 Finance and Corporate Resources – Workforce Monitoring – August and September 2019

A report dated 1 November 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the following employee information for Finance and Corporate Resources for the period August and September 2019:-

- ♦ attendance statistics
- ♦ occupational health statistics
- ♦ accident/incident statistics
- ♦ disciplinary hearings, grievances and Dignity at Work cases
- ♦ analysis of leavers and exit interviews
- ♦ Staffing Watch as at 14 September 2019

The Committee decided: that the report be noted.

[Reference: Minutes of 2 October 2019 (Paragraph 7)]

8 Council-wide Workforce Monitoring – August and September 2019

A report dated 1 November 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period August and September 2019:-

- ♦ attendance statistics
- ♦ occupational health statistics
- ♦ accident/incident statistics
- ♦ disciplinary hearings, grievances and Dignity at Work cases
- ♦ analysis of leavers and exit interviews
- ♦ recruitment monitoring
- ♦ Staffing Watch as at 14 September 2019

The Committee decided: that the report be noted.

[Reference: Minutes of 2 October 2019 (Paragraph 8)]

9 Treasury Management Activity – Second Quarter Review

A report dated 4 November 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the second quarter review of Treasury Management activity for 2019/2020.

Details were given on:-

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

The Committee decided: that the report be noted.

10 Finance and Corporate Resource Plan Quarter 2 Progress Report 2019/2020

A report dated 28 October 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the Finance and Corporate Resource Plan for 2019/2020. Details were provided on progress made at the end of quarter 2, covering the period 1 April to 30 September 2019, in implementing the priority projects identified in the Resource Plan.

The Committee decided: that the report be noted.

[Reference: Minutes of the Executive Committee of 28 August 2019 (Paragraph 12)]

11 Revenue Collection and Approval for Write Offs

A report dated 15 November 2019 by the Executive Director (Finance and Corporate Resources) was submitted on:-

- ◆ collection performance for 2019/2020 on revenues income which comprised Council Tax, non-domestic rates, sundry debts and arrears
- ◆ performance in the Business Rates Incentivisation Scheme (BRIS)
- ◆ the write-off of irrecoverable Council Tax, non-domestic rates, Hamilton and Carlisle Town Centre Business Improvement District (BID) levies, sundry debt and Housing Rent and associated charges

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

- ◆ irrecoverable Council Tax accounts from 1993/1994 to 2019/2020 to the value of £442,299.22 relating primarily to prescribed debt, sequestrations and estates of the deceased
- ◆ non-domestic rates from 2017/2018 to 2019/2020 totalling £592,688.65 relating to debtors who were in liquidation, had ceased trading or had been sequestrated
- ◆ BID levies totalling £3,910.13
- ◆ sundry debts to a value of £305,926.66
- ◆ former tenant rent arrears totalling £114,561.16, factoring arrears totalling £1,939.40 and Housing Benefit overpayments totalling £64,126.34

The Committee decided:

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

(2) that the write-off of the following irrecoverable debts be approved:-

- ◆ Council Tax debt from 1993/1994 to 2019/2020 to the value of £442,299.22
- ◆ non-domestic rates from 2017/2018 to 2019/2020 totalling £592,688.65
- ◆ Hamilton and Carlisle Town Centre Business Improvement District levies totalling £3,910.13
- ◆ sundry debts to a value of £305,926.66
- ◆ house rent and associated charges totalling £180,626.90

[Reference: Minutes of 2 October 2019 (Paragraph 9)]

12 South Lanarkshire Community Planning Partnership Community Participation and Engagement – Additional Post

A report dated 5 November 2019 by the Executive Director (Finance and Corporate Resources) was submitted requesting approval of the establishment of a fixed term Community Development Officer post.

At its meeting on 7 August 2019, this Committee had approved the revised Community Engagement Team structure. It was now proposed to establish an additional post within the Team to ensure consistency of approach in delivering the priorities of the Community Planning Partnership (CPP) Board and to address the recommendations of the recent Best Value Assurance Report (BVAR) in terms of Community Engagement, links with Thematic Groups and the development of Locality Plans (known as Neighbourhood Plans).

It was proposed that the post of 1 full time equivalent (FTE) Community Development Officer on, Grade 3, Level 2-4 (£32,027 to £37,647) be added to the Finance and Corporate Resources' establishment for a fixed term period of 12 months, effective from 1 April 2020.

The associated salary and on-costs would be met from the CPP budget.

The Committee decided:

- (1) that the addition of 1 full time equivalent (FTE) Community Development Officer post on Grade 3, Level 2-4 (£32,027 to £37,647) to the Finance and Corporate Resources' establishment, within the Community Engagement Team, for a fixed term period of 12 months, effective from 1 April 2020, be approved; and
- (2) that it be noted that the fixed term Community Development Officer post would be funded by the Community Planning Partnership (CPP).

[Reference: Minutes of 7 August 2019 (Paragraph 15)]

13 Common Good – Update

A report dated 8 November 2019 by the Executive Director (Finance and Corporate Resources) was submitted on:-

- ◆ the Common Good final accounts for the year ended 31 March 2019
- ◆ the cyclical spend committed against the Common Good repairs and maintenance budgets for both Lanark and Hamilton
- ◆ projects committed from the Common Good budgets for both Lanark and Hamilton
- ◆ public consultations relating to Common Good properties

The Common Good funds held within South Lanarkshire Council were Lanark, Biggar, Hamilton and Rutherglen. The Common Good accounts for 2018/2019 were detailed in Appendix 1 to the report and showed that, as at the end of 2018/2019, the Common Good balance invested in the Council's Loans Fund was £0.766 million. This was the amount of cash held by the Council that was readily available to meet required expenditure.

The Common Good accounts in Lanark and Hamilton held a number of properties. An active approach to maintenance supported the viability of those assets and reduced the Council's risk to greater liability in the future. At its meeting on 2 October 2013, this Committee had approved an annual cyclical maintenance plan of £15,000 for both Lanark and Hamilton Common Good properties.

Details of current expenditure and commitments in relation to the Lanark and Hamilton Common Good repairs and maintenance budgets for 2019/2020 and projects committed outwith the repairs and maintenance budgets for Lanark and Hamilton Common Good funds were provided in the report.

Section 102 of the Community Empowerment (Scotland) Act 2015 required each local authority to establish and maintain a register of property which was held by the authority as part of the common good.

Before establishing a Common Good register, each local authority was required to publish a list of property that it proposed to include in its register. South Lanarkshire Council had produced a proposed Common Good register and had issued a consultation to members of this Committee and local elected members, Community Councils and community groups within Hamilton and Lanark, inviting them to make representations in respect of the proposed register. The closing date for responses to the consultation was 31 January 2020 and an update on this process would be submitted to a future meeting of this Committee.

On 20 August 2019, consultations had been issued on new lease arrangements in respect of the following Common Good assets:-

- ◆ Equestrian Centre, Lanark Racecourse, Hyndford Road, Lanark
- ◆ Moorpark Stadium, Hyndford Road, Lanark
- ◆ Gateway Site, Palace Grounds Road, Hamilton

The consultation period had since closed and no objections had been received regarding the new lease arrangements.

The Committee decided:

- (1) that the accounts for Common Good for the year ended 31 March 2019 be noted;
- (2) that the cyclical spend committed against the Common Good repairs and maintenance budgets for Lanark and Hamilton be noted;
- (3) that the projects committed outwith the repairs and maintenance budgets for Lanark and Hamilton Common Good funds be noted; and
- (4) that details of consultations relating to the Common Good be noted.

[Reference: Minutes of 20 February 2019 (Paragraph 11)]

14 Community Benefits

A report dated 15 November 2019 by the Executive Director (Finance and Corporate Resources) was submitted on developments to ensure that the Council maximised community benefit opportunities through procurement.

The Procurement Reform (Scotland) Act 2014 required councils to consider imposing community benefits in all contracts awarded in excess of £4 million and publish a summary of community benefits in their Annual Procurement Reports.

The Council's Annual Procurement Report for 2018/2019, submitted to this Committee at its meeting on 7 August 2019, reported on the achievement of community benefits, the majority of which were derived from national or local frameworks, with others derived through the use of bespoke contract clauses.

There were currently a number of community benefit arrangements in place across the Council's contractual arrangements and those were detailed in the report. Whilst the Council had a good track record in securing community benefits, further consideration had been given on how:-

- ◆ specific community benefits were initially identified
- ◆ opportunities from procurement activity could be maximised
- ◆ the tendering process and monitoring arrangements could deliver improved results

As a result, it had been recognised that the main sources of identifying community benefits required from procurement activity related to:-

- ◆ community planning, which would focus on:-
 - ◆ community priorities identified through the Neighbourhood Planning process in the Council's most deprived areas
 - ◆ priorities within South Lanarkshire's Community Plan, with the potential to support projects and activity across the Council area

- ◆ employability benefits, including opportunities for modern apprenticeships, work experience and targeted training and employment opportunities, primarily focused on under-represented groups and disadvantaged communities
- ◆ Council services

The Procurement Team would work together with Resources, the Employability Team and the Community Participation and Empowerment Team (CPET) to identify and prioritise opportunities for community benefits through regular reviews of the Procurement 2 Year Wave Plan which outlined future activity.

Community benefit options identified from the review would then be matched to future contracts, enabling a stronger alignment of the community benefits' process to community planning and the overarching objective to tackle poverty and inequality.

In terms of the types of community benefits offered, the Council could either specify particular benefits required from a contract, allow the bidder discretion on the benefits offered, or opt for a combination of both.

To ensure that the level of community benefits obtained from procurement activity was proportionate to the contract, a points system would be adopted based on the value and duration of the contract.

A menu of community benefits had been developed, which included training and employment opportunities, poverty initiatives, use of local small and medium enterprises (SMEs) and social enterprises, with each type of community benefit allocated a number of points that would be assigned to an appropriate contract based on the overall points determined by its value and duration.

Community benefit bids would be scored, based on a minimum weighting of 10% in the quality bid of the tender, an increase from the current minimum weighting of 5%, to help highlight the significance of community benefits in tendering activity and incentivise bidder behaviour.

In order to extend the potential benefits sought through the community benefit procurement process, it was intended to request community benefits for all regulated tenders (in excess of £50,000 for services/supplies and £2 million for works).

In addition, the Council would implement the 'Cenefits' community benefit monitoring tool, expected to be operational from April 2020, which would provide a number of improvements in terms of monitoring, recording and reporting capability across all contracts.

Annual Procurement Reports, which summarised the community benefits delivered from contracts awarded, would continue as the means of reporting community benefits to this Committee.

The Committee decided:

- (1) that it be noted that community benefits were sought in all regulated tender activity (in excess of £50,000 for services/supplies and £2 million for works);
- (2) that the process to be used in identifying required community benefits and the changes to procurement activity to support delivery be noted;
- (3) that the intention to implement the 'Cenefits' system to monitor and record community benefits obtained through procurement be noted; and

- (4) that it be noted that the reporting of community benefits would continue to be submitted to this Committee as part of the Annual Procurement Report.

[Reference: Minutes of 7 August 2019 (Paragraph 17)]

15 Notification of Contracts Awarded

A report dated 29 October 2019 by the Executive Director (Finance and Corporate Resources) was submitted on contracts awarded by Finance and Corporate Resources during the period 1 April 2019 to 30 September 2019.

In terms of Standing Order No 21.8 of the Standing Orders on Contracts, Resources were required to notify the relevant Committee of contracts awarded. Details of the contracts awarded by Finance and Corporate Resources were provided in the appendix to the report.

The Committee decided: that the report be noted.

[Reference: Minutes of 8 May 2019 (Paragraph 10)]

16 Finance and Corporate Resources' Risk Register and Risk Control Plan - Update

A report dated 11 November 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the Risk Register and Risk Control actions for Finance and Corporate Resources.

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

The Risk Register would be monitored and updated on an ongoing basis to allow new risks to be added and for the control measures and scores of the existing risks to be reviewed.

Details of the top risks (scored 7 to 9) for the Resource were detailed in the appendix to the report and table one within the report demonstrated that the risk exposure within the Resource was in line with acceptable tolerance.

There were no risk control actions due for completion between April and September 2019, 19 were due for completion during the remainder of 2019/2020 and 2 in 2020/2021. Outstanding actions to mitigate the risks would be progressed by relevant officers.

Within Finance and Corporate Resources, 3 partnerships had been identified, of which the Community Planning Partnership (CPP) had been assessed as high risk and the remaining 2 partnerships had been assessed as low risk.

Appropriate risk management arrangements were in place for the CPP. The Partnership's Risk Register would be reviewed and updated by the end of March 2020 and the outcome would be reported to the CPP Board.

A review of claims carried out for the period 1 April 2014 to 31 December 2016 identified that there were no hotspot areas for Finance and Corporate Resources. A review of up-to-date claims data would be undertaken during 2019/2020 to identify any new claims' trends or hotspot areas.

The Committee decided:

- (1) that the contents of the Finance and Corporate Resources' Risk Register be noted; and
- (2) that it be noted that the outstanding risk control actions would be progressed by relevant officers.

[Reference: Minutes of 20 February 2019 (Paragraph 12)]

17 Early Retirement, Voluntary Severance and Switch 2

A report dated 19 November 2019 by the Executive Director (Finance and Corporate Resources) was submitted on early retirements, voluntary severances, re-employment of early retirees and the Switch 2 programme for the period 1 April to 30 September 2019.

The Committee decided: that the report be noted.

[Reference: Minutes of 8 May 2019 (Paragraph 11)]

18 Urgent Business

There were no items of urgent business.

Chair's Closing Remarks

The Chair extended the compliments of the season to all members and officials present.

Report

3

Report to:	Finance and Corporate Resources Committee
Date of Meeting:	4 March 2020
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Revenue Budget Monitoring 2019/2020 - Finance and Corporate Resources
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide information on the actual expenditure measured against the revenue budget for the period 1 April 2019 to 3 January 2020 for Finance and Corporate Resources
- ♦ provide a forecast for the year to 31 March 2020

2. Recommendation(s)

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

- (1) that the forecast to 31 March 2020 of a breakeven position, as detailed in Appendix A of the report, be noted;
- (2) that a breakeven position as at 3 January 2020, as detailed in Appendix A of the report, be noted; and
- (3) that the proposed budget virements be approved.

3. Background

3.1. This is the fourth revenue budget monitoring report presented to the Finance and Corporate Resources Committee for the financial year 2019/2020.

3.2. The report details the financial position for Finance and Corporate Resources on Appendix A, along with variance explanations in Appendices B-H.

4. Employee Implications

4.1. None

5. Financial Implications

5.1. **Probable Outturn:** Following the Council's formal Probable Outturn exercise, the forecast for the revenue budget to 31 March 2020 is a breakeven position **before** transfers to reserves. As there are no proposed transfers to reserves, the forecast remains a breakeven position **after** transfers to reserves. This is detailed in Appendix A.

5.2. **Position as at 3 January 2020:** As at 3 January 2020, there is a breakeven position against the phased budget. The Resource position as outlined in Appendix A reflects transfers from reserves.

5.3. Virements are proposed to realign budgets. These movements have been detailed in the appendices to this report, as appropriate. These include budget in respect of superannuation auto enrolment and realignments of Housing Benefit and Employability budgets.

6. Climate Change, Sustainability and Environmental Implications

6.1. There are no implications for climate change, sustainability or the environment in terms of the information contained in this report.

7. Other Implications

7.1. 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.

8. Equality Impact Assessment and Consultation Arrangements

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

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

Paul Manning

Executive Director (Finance and Corporate Resources)

10 January 2020

Link(s) to Council Values/Ambitions/Objectives

♦ Value: Accountable, Effective, Efficient and Transparent

Previous References

♦ Finance and Corporate Resources Committee – 11 December 2019

List of Background Papers

♦ Financial ledger and budget monitoring results to 3 January 2020

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

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 3 January 2020 (No.10)

Finance and Corporate Resources Summary

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTERS Transfers	Budget Proportion 03/01/20	Actual BEFORE Transfers 03/01/20	Variance 03/01/20	% Variance 03/01/20
	£000	£000	£000	£000	£000	£000	£000	
Employee Costs	34,213	34,164	49	49	25,574	25,527	47	under 0.2%
Property Costs	2,653	2,707	(54)	(54)	1,511	1,537	(26)	over (1.7%)
Supplies & Services	6,219	6,227	(8)	(8)	5,370	5,444	(74)	over (1.4%)
Transport & Plant	85	77	8	8	63	51	12	under 19.0%
Administration Costs	8,000	7,895	105	105	5,316	5,246	70	under 1.3%
Payments to Other Bodies	4,399	4,216	183	183	2,447	2,324	123	under 5.0%
Payments to Contractors	265	295	(30)	(30)	247	293	(46)	over (18.6%)
Transfer Payments	70,154	69,478	676	676	53,223	52,739	484	under 0.9%
Financing Charges	1,038	1,069	(31)	(31)	832	858	(26)	over (3.1%)
Total Controllable Exp.	127,026	126,128	898	898	94,583	94,019	564	under 0.6%
Total Controllable Inc.	(92,690)	(91,792)	(898)	(898)	(60,841)	(60,277)	(564)	under recovered (0.9%)
Net Controllable Exp.	34,336	34,336	0	0	33,742	33,742	0	- 0.0%

Variance Explanations

Variance explanations are shown in Appendices B to H as appropriate.

Budget Virements

Budget virements are shown in Appendices B to H as appropriate.

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 3 January 2020 (No.10)

Finance - Strategy Services

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTERS Transfers	Budget Proportion	Actual BEFORE Transfers	Variance		% Variance	Note
					03/01/20	03/01/20	03/01/20		03/01/20	
	£000	£000	£000	£000	£000	£000	£000			
Employee Costs	2,999	3,084	(85)	(85)	2,231	2,301	(70)	over	(3.1%)	1, a
Property Costs	0	0	0	0	0	0	0	-	n/a	
Supplies & Services	19	24	(5)	(5)	13	18	(5)	over	(38.5%)	
Transport & Plant	0	1	(1)	(1)	0	0	0	-	n/a	
Administration Costs	112	134	(22)	(22)	12	23	(11)	over	(91.7%)	
Payments to Other Bodies	495	475	20	20	329	312	17	under	5.2%	
Payments to Contractors	22	19	3	3	15	5	10	under	66.7%	
Transfer Payments	0	0	0	0	0	0	0	-	n/a	
Financing Charges	16	16	0	0	10	10	0	-	0.0%	
Total Controllable Exp.	3,663	3,753	(90)	(90)	2,610	2,669	(59)	over	(2.3%)	
Total Controllable Inc.	(1,524)	(1,535)	11	11	(25)	(25)	0	-	0.0%	
Net Controllable Exp.	2,139	2,218	(79)	(79)	2,585	2,644	(59)	over	(2.3%)	

Variance Explanations

1. Employee Costs

The overspend is mainly due to lower than anticipated staff turnover across the Service to date.

Budget Virements

- a. Transfer of budget from Centre/Corporate Items in respect of pension auto enrolment. Net Effect £0.008m: Employee Costs £0.008m.

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 3 January 2020 (No.10)

Finance - Transactions Services

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion	Actual BEFORE Transfers	Variance	% Variance	Note
	£000	£000	£000	£000	03/01/20	03/01/20	03/01/20	03/01/20	
Employee Costs	11,724	11,441	283	283	8,779	8,570	209	under	2.4% 1, a
Property Costs	2,016	2,083	(67)	(67)	1,077	1,111	(34)	over	(3.2%) 2
Supplies & Services	829	844	(15)	(15)	659	684	(25)	over	(3.8%) 3
Transport & Plant	7	3	4	4	4	2	2	under	50.0%
Administration Costs	1,040	988	52	52	692	638	54	under	7.8% 4
Payments to Other Bodies	0	0	0	0	0	0	0	-	n/a
Payments to Contractors	243	247	(4)	(4)	232	239	(7)	over	(3.0%)
Transfer Payments	70,154	69,478	676	676	53,223	52,739	484	under	0.9% 5, b, c
Financing Charges	104	111	(7)	(7)	81	90	(9)	over	(11.1%)
Total Controllable Exp.	86,117	85,195	922	922	64,747	64,073	674	under	1.0%
Total Controllable Inc.	(73,499)	(72,827)	(672)	(672)	(51,569)	(51,094)	(475)	under recovered	(0.9%) 6, b
Net Controllable Exp.	12,618	12,368	250	250	13,178	12,979	199	under	1.5%

Variance Explanations

- Employee Costs**
The underspend is due to vacancies as a result of posts that are not being recruited and are being considered as part of 2020/2021 savings proposals.
- Property Costs**
The overspend is a result of one off expenditure incurred in relation to Q&A offices.
- Supplies and Services**
The overspend relates to one off costs in relation to the Payroll and Benefits and Revenues systems.
- Administration Costs**
The underspend relates to reduced legal expenses in relation to the collection of Council Tax.
- Transfer Payments**
The underspend is due to the reduced cost of overpayments as part of the administration of housing benefit, offset by an under recovery of Income (see 6 below).
- Income**
The under recovery relates to a reduced level of recovery of housing benefit overpayments and is offset by an underspend on Transfer Payments (see 5 above).

Budget Virements

- Transfer of budget from Centre/Corporate Items in respect of pension auto enrolment. Net Effect £0.071m: Employee Costs £0.071m.
- Realignment of Housing Benefit budget. Net Effect £0.000m. Transfer Payments (£10.503m), and Income £10.503m.
- Budget realignment to reflect current service delivery. Net Effect £0.300m. Transfer Payments £0.300m.

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 3 January 2020 (No.10)

Audit Services

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion	Actual BEFORE Transfers	Variance		% Variance	Note
	03/01/20	03/01/20	03/01/20	03/01/20	03/01/20	03/01/20	03/01/20		03/01/20	
	£000	£000	£000	£000	£000	£000	£000			
Employee Costs	621	623	(2)	(2)	459	461	(2)	over	(0.4%)	a
Property Costs	0	0	0	0	0	0	0	-	n/a	
Supplies & Services	7	5	2	2	5	5	0	-	0.0%	
Transport & Plant	0	0	0	0	0	0	0	-	n/a	
Administration Costs	7	4	3	3	3	2	1	under	33.3%	
Payments to Other Bodies	0	0	0	0	0	0	0	-	n/a	
Payments to Contractors	0	0	0	0	0	0	0	-	n/a	
Transfer Payments	0	0	0	0	0	0	0	-	n/a	
Financing Charges	4	4	0	0	3	3	0	-	0.0%	
Total Controllable Exp.	639	636	3	3	470	471	(1)	over	(0.2%)	
Total Controllable Inc.	(274)	(274)	0	0	(44)	(40)	(4)	under recovered	(9.1%)	
Net Controllable Exp.	365	362	3	3	426	431	(5)	over	(1.2%)	

Budget Virements

- a. Transfer of budget from Centre/Corporate Items in respect of pension auto enrolment. Net Effect £0.005m: Employee Costs £0.005m.

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 3 January 2020 (No.10)

Information Technology Services

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion	Actual BEFORE Transfers	Variance		% Variance	Note
	03/01/20	03/01/20	03/01/20	03/01/20	03/01/20	03/01/20	03/01/20		03/01/20	
	£000	£000	£000	£000	£000	£000	£000			
Employee Costs	5,414	5,599	(185)	(185)	4,061	4,199	(138)	over	(3.4%)	1, a
Property Costs	473	455	18	18	331	310	21	under	6.3%	
Supplies & Services	4,355	4,295	60	60	3,955	3,929	26	under	0.7%	b
Transport & Plant	4	3	1	1	3	3	0	-	0.0%	
Administration Costs	2,053	2,032	21	21	1,399	1,397	2	under	0.1%	
Payments to Other Bodies	0	0	0	0	0	0	0	-	n/a	
Payments to Contractors	0	4	(4)	(4)	0	4	(4)	over	n/a	
Transfer Payments	0	0	0	0	0	0	0	-	n/a	
Financing Charges	501	512	(11)	(11)	497	510	(13)	over	(2.6%)	
Total Controllable Exp.	12,800	12,900	(100)	(100)	10,246	10,352	(106)	over	(1.0%)	
Total Controllable Inc.	(7,805)	(7,798)	(7)	(7)	(4,767)	(4,778)	11	over recovered	0.2%	
Net Controllable Exp.	4,995	5,102	(107)	(107)	5,479	5,574	(95)	over	(1.7%)	

Variance Explanations**1. Employee Costs**

The overspend is mainly due to lower than anticipated staff turnover across the Service to date.

Budget Virements

- a. Transfer of budget from Centre/Corporate Items in respect of pension auto enrolment. Net Effect £0.010m: Employee Costs £0.010m.
- b. Transfer of budget from IT Development Fund for one-off licensing costs. Net Effect £0.135m. Supplies and Services £0.135m.

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 3 January 2020 (No.10)

Personnel Services

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion	Actual BEFORE Transfers	Variance		% Variance	Note
	03/01/20	03/01/20	03/01/20	03/01/20	03/01/20	03/01/20	03/01/20		03/01/20	
	£000	£000	£000	£000	£000	£000	£000			
Employee Costs	7,356	7,317	39	39	5,506	5,470	36	under	0.7%	a
Property Costs	147	149	(2)	(2)	91	101	(10)	over	(11.0%)	
Supplies & Services	271	292	(21)	(21)	206	239	(33)	over	(16.0%)	1
Transport & Plant	32	25	7	7	23	14	9	under	39.1%	
Administration Costs	1,687	1,549	138	138	1,045	927	118	under	11.3%	2, b, c, d
Payments to Other Bodies	3,219	3,078	141	141	1,459	1,380	79	under	5.4%	3, b, c, d
Payments to Contractors	0	25	(25)	(25)	0	45	(45)	over	n/a	
Transfer Payments	0	0	0	0	0	0	0	-	n/a	
Financing Charges	39	51	(12)	(12)	31	43	(12)	over	(38.7%)	
Total Controllable Exp.	12,751	12,486	265	265	8,361	8,219	142	under	1.7%	
Total Controllable Inc.	(3,339)	(3,218)	(121)	(121)	(1,487)	(1,441)	(46)	under recovered	(3.1%)	b, c
Net Controllable Exp.	9,412	9,268	144	144	6,874	6,778	96	under	1.4%	

Variance Explanations**1. Supplies and Services**

The overspend relates to the one-off costs incurred for IT systems in the financial year.

2. Administration Costs

The underspend reflects the reduced cost of employee training and employability programmes to date.

3. Payment to Other Bodies

The underspend is due to lower than anticipated costs for the implementation and ongoing requirements for providing free sanitary products in public places.

Budget Virements

- Transfer of budget from Centre/Corporate Items in respect of pension auto enrolment. Net Effect £0.024m: Employee Costs £0.024m.
- Realignment of budget for 2019/20 ESF Employability allocation. Net Effect £0.000m. Administration £0.129m, Payments to Other Bodies £0.663m, and Income (£0.792m).
- Realignment of budget for 2019/20 Working Matters Employability allocation. Net Effect £0.000m. Administration £0.100m, Payments to Other Bodies (£0.050m), and Income (£0.050m).
- Transfer from Reserves for Employability Programmes carried forward from previous years. Net Effect £0.082m. Administration £0.021m, and Payments to Other Bodies £0.061m.

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 3 January 2020 (No.10)

Administration, Legal and Licensing Services

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion	Actual BEFORE Transfers	Variance	% Variance	Note
	03/01/20	03/01/20	03/01/20	03/01/20	03/01/20	03/01/20	03/01/20	03/01/20	
	£000	£000	£000	£000	£000	£000	£000		
Employee Costs	4,321	4,338	(17)	(17)	3,217	3,220	(3)	over	(0.1%) a
Property Costs	17	20	(3)	(3)	12	15	(3)	over	(25.0%)
Supplies & Services	125	149	(24)	(24)	99	121	(22)	over	(22.2%)
Transport & Plant	14	18	(4)	(4)	12	12	0	-	0.0%
Administration Costs	2,056	2,098	(42)	(42)	1,509	1,543	(34)	over	(2.3%) 1
Payments to Other Bodies	679	659	20	20	655	631	24	under	3.7%
Payments to Contractors	0	0	0	0	0	0	0	-	n/a
Transfer Payments	0	0	0	0	0	0	0	-	n/a
Financing Charges	48	39	9	9	36	18	18	under	50.0%
Total Controllable Exp.	7,260	7,321	(61)	(61)	5,540	5,560	(20)	over	(0.4%)
Total Controllable Inc.	(3,487)	(3,507)	20	20	(1,384)	(1,412)	28	over recovered	2.0% 2, b
Net Controllable Exp.	3,773	3,814	(41)	(41)	4,156	4,148	8	under	0.2%

Variance Explanations**1. Administration Costs**

The overspend is due to the costs associated with the by-election held during the year.

2. Income

The over recovery relates to greater than anticipated landlord registration income received in the financial year to date.

Budget Virements

- a. Transfer of budget from Centre/Corporate Items in respect of pension auto enrolment. Net Effect £0.006m: Employee Costs £0.006m.
- b. Budget realignment to reflect current service provision. Net Effect (£0.300m). Income (£0.300m).

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 3 January 2020 (No.10)

Communications and Strategy Services

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion	Actual BEFORE Transfers	Variance		% Variance	Note
	03/01/20	03/01/20	03/01/20	03/01/20	03/01/20	03/01/20	03/01/20		03/01/20	
	£000	£000	£000	£000	£000	£000	£000			
Employee Costs	1,778	1,762	16	16	1,321	1,306	15	under	1.1%	a
Property Costs	0	0	0	0	0	0	0	-	n/a	
Supplies & Services	613	618	(5)	(5)	433	448	(15)	over	(3.5%)	
Transport & Plant	28	27	1	1	21	20	1	under	4.8%	
Administration Costs	1,045	1,090	(45)	(45)	656	716	(60)	over	(9.1%)	1
Payments to Other Bodies	6	4	2	2	4	1	3	under	75.0%	
Payments to Contractors	0	0	0	0	0	0	0	-	n/a	
Transfer Payments	0	0	0	0	0	0	0	-	n/a	
Financing Charges	326	336	(10)	(10)	174	184	(10)	over	(5.7%)	
Total Controllable Exp.	3,796	3,837	(41)	(41)	2,609	2,675	(66)	over	(2.5%)	
Total Controllable Inc.	(2,762)	(2,633)	(129)	(129)	(1,565)	(1,487)	(78)	under recovered	(5.0%)	2
Net Controllable Exp.	1,034	1,204	(170)	(170)	1,044	1,188	(144)	over	(13.8%)	

Variance Explanations**1. Administration Costs**

The overspend is due to greater than anticipated cost of materials for internal printing work completed to date.

2. Income

The under recovery is due to less than anticipated income from external work completed to date.

Budget Virements

- a.** Transfer of budget from Centre/Corporate Items in respect of pension auto enrolment. Net Effect £0.008m: Employee Costs £0.008m.

Report

4

Report to:	Finance and Corporate Resources Committee
Date of Meeting:	4 March 2020
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Capital Budget Monitoring 2019/2020 - Finance and Corporate Resources
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide information on the progress of the capital programme for Finance and Corporate Resources for the period 1 April 2019 to 3 January 2020

2. Recommendation(s)

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

- (1) that the Finance and Corporate Resources capital programme of £0.993 million, and expenditure to date of £0.356 million, be noted; and
- (2) that the projected outturn of £0.993 million be noted.

3. Background

3.1. This is the fourth capital monitoring report presented to the Finance and Corporate Resources Committee for the financial year 2019/2020. Further reports will follow throughout the year.

3.2. The budget reflects the programme for the year (Executive Committee, 29 May 2019) as well as budget adjustments approved by the Executive Committee during 2019/2020. There has been no change since the last report to this Committee.

3.3. The report details the financial position for Finance and Corporate Resources in Appendix A.

4. Employee Implications

4.1. None

5. Financial Implications

5.1. The total capital programme for Finance and Corporate Resources for 2019/2020 is £0.993 million.

5.2. 2019/2020 Outturn

The predicted spend position for this financial year is an outturn on budget for Finance and Corporate Resources.

5.3. 2019/2020 Monitoring

Anticipated spend to date was £0.549 million, and £0.356 million has been spent. This represents a position of £0.193 million behind profile and this is due to the timing of project spend.

6. Climate Change, Sustainability and Environmental Implications

- 6.1. There are no implications for climate change, sustainability or the environment in terms of the information contained in this report.

7. Other Implications

- 7.1. 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.

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

8. Equality Impact Assessment and Consultation Arrangements

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

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

Paul Manning

Executive Director (Finance and Corporate Resources)

13 February 2020

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, Effective, Efficient and Transparent

Previous References

- ◆ Executive Committee - 29 May 2019
- ◆ Finance and Corporate Resources Committee – 11 December 2019

List of Background Papers

- ◆ Financial ledger to 3 January 2020

Contact for Further Information

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

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South Lanarkshire Council
Capital Expenditure 2019-2020
Finance and Corporate Resources Programme
For Period 1 April 2019 – 3 January 2020

<u>Finance and Corporate Resources</u>	Total Original Budget £000	Budget Adjustments £000	Slippage £000	Total Budget £000	Budget to Date £000	Actual Expenditure £000	2019/20 Outturn £000
Information Technology Services	929	64	0	993	549	356	993
TOTAL	929	64	0	993	549	356	993

Report

5

Report to: **Finance and Corporate Resources Committee**
 Date of Meeting: **4 March 2020**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Finance and Corporate Resources – Workforce
Monitoring – October to December 2019**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for the period October to December 2019 relating to Finance and Corporate Resources

2. Recommendation(s)

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

(1) that the following employment information for the period October to December 2019 relating to Finance and Corporate 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 14 December 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 Finance and Corporate Resources provides information on the position for the period October to December 2019.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of December 2019 for Finance and Corporate Resources.

The Resource absence figure for December 2019 was 4.5%, which represents an increase of 0.7% when compared to last month and is 1.2% lower than the Council-wide figure. Compared to December 2018, the Resource absence figure has increased by 0.7%.

Based on the absence figures at December 2019 and annual trends, the projected annual average absence for the Resource for 2019/2020 is 3.5%, compared to a Council-wide average figure of 4.6%.

For the financial year 2019/2020, the projected average days lost per employee equates to 8.4 days, compared with the overall figure for the Council of 10.3 days per employee.

Managers follow the procedures outlined in the Maximising Attendance Policy to support employees to remain at work, or to return to work after a sickness absence. There are comprehensive employee supports in place and, additionally, Personnel Services work in close partnership with line managers and Resource Management Teams on a case management basis to ensure that appropriate actions are taken.

4.2. Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, 74 referrals were made this period, a decrease of 16 when compared with the same period last year.

4.3. Accident/Incident Statistics (Appendix 2)

10 accidents/incidents were recorded within the Resource this period, an increase of 8 when compared with the same period last year.

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

During the period no disciplinary hearings were held within the Resource, which is a decrease of 2 when compared with the same period last year. There were no grievance hearings held within the Resource this period, which is a decrease of 2 when compared with the same period last year. There were no Dignity at Work complaints raised within the Resource this, which remains unchanged when compared with the same period last year.

4.5. Analysis of Leavers (Appendix 2)

There was 1 leaver in the Resource this period who was eligible for an exit interview. This figure has decreased by 9 when compared with the same period last year. An exit interview was held with the employee.

4.6. From September 2019, when processing an employee termination, managers were asked to identify whether they intended to replace the employee who had left the Council. If they indicated that they did not intend to replace the employee, they were asked to select from 4 options:-

- ◆ plan to hold for savings
- ◆ fill on a fixed term basis pending savings
- ◆ transfer budget to another post
- ◆ end of fixed term contract

4.7. Appendix 2a provides a breakdown of vacant posts and whether these are being replaced or held for savings. In the period October to December 2019, 9 (FTE 6.09) employees in total left employment and managers indicated that all of these posts are being filled.

4.8. A reconciliation of existing workforce information at 10 October 2019 showed there were 53 (FTE 42) vacant posts in the Resource. Of these, 23 (FTE 22.2) were being filled through a recruitment process, 1 (FTE 0.6) was being filled on a fixed term basis and the remaining 29 (FTE 19.2) were being held pending savings discussions. It should be noted that some of the posts which are currently going through the recruitment process may be covered at the present time on a fixed term basis until recruitment has been completed.

5. Staffing Watch (Appendix 3)

- 5.1. There has been a decrease of 7 in the number of employees in post from 14 September 2019 to 14 December 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. Climate Change, Sustainability and Environmental Implications

- 8.1. There are no Climate Change, Sustainability and Environmental Implications arising from the information presented in this report.

9. Other Implications

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

10. Equality Impact Assessment and Consultation Arrangements

- 10.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.
- 10.2. 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)

24 January 2020

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

- ◆ Finance and Corporate Resources – 11 December 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:-

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ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020
Finance and Corporate 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	2.8	3.1	3.5	April		8.6	7.1	April	2.8	3.2	3.6	April	3.9	4.1	4.0				
May	3.2	3.3	3.2	May	0.0	0.4	0.0	May	3.2	3.2	3.2	May	4.2	4.2	4.4				
June	3.3	2.5	3.3	June	0.0	0.0	0.5	June	3.3	2.5	3.2	June	3.9	4.3	4.4				
July	3.1	2.9	3.3	July	0.0	0.0	2.4	July	3.0	2.9	3.2	July	3.0	3.4	3.4				
August	3.5	2.8	3.6	August	0.0	0.4	5.9	August	3.4	2.8	3.6	August	3.2	3.6	3.7				
September	4.1	3.1	3.3	September	0.0	0.0	3.5	September	4.1	3.0	3.3	September	4.0	4.4	4.5				
October	4.4	3.6	3.7	October	0.0	0.0	3.6	October	4.3	3.6	3.7	October	4.1	4.4	4.6				
November	4.2	4.6	3.9	November	0.0	0.0	2.6	November	4.1	4.6	3.8	November	4.8	5.1	5.5				
December	3.5	3.8	4.6	December	0.0	0.0	1.3	December	3.4	3.8	4.5	December	5.1	4.8	5.7				
January	4.1	3.6		January	7.0	0.0		January	4.2	3.5		January	5.0	4.9					
February	4.2	3.7		February	2.5	2.3		February	4.2	3.6		February	5.0	5.2					
March	3.8	3.2		March	16.9	9.8		March	4.0	3.3		March	4.7	4.9					
Annual Average	3.7	3.4	3.6	Annual Average	2.4	1.8	3.3	Annual Average	3.7	3.3	3.5	Annual Average	4.2	4.4	4.6				
Average Apr-Dec	3.6	3.2	3.6	Average Apr-Dec	0.0	1.2	3.0	Average Apr-Dec	3.5	3.2	3.6	Average Apr-Dec	3.9	4.2	4.5				
No of Employees at 31 December 2019				978	No of Employees at 31 December 2019				11	No of Employees at 31 December 2019				989	No of Employees at 31 December 2019				15653

For the financial year 2019/20, the projected average days lost per employee equates to 8.4 days.
 Figures for manual workers only applicable from May 2017/2018

FINANCE AND CORPORATE RESOURCES

	Oct-Dec 2018	Oct-Dec 2019
MEDICAL EXAMINATIONS		
Number of Employees Attending	29	15
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	14	0
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	33	47
REFERRALS TO EMPLOYEE SUPPORT OFFICER		
	14	12
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY		
	0	0
TOTAL	90	74

CAUSE OF ACCIDENTS/INCIDENTS	Oct-Dec 2018	Oct-Dec 2019
Violent Incident: Physical****	0	1
Violent Incident: Verbal*****	2	9
Total Accidents/Incidents	2	10

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

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

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

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

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

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

RECORD OF DISCIPLINARY HEARINGS	Oct-Dec 2018	Oct-Dec 2019
Total Number of Hearings	2	0

RECORD OF GRIEVANCE HEARINGS	Oct-Dec 2018	Oct-Dec 2019
Number of Grievances	2	0
Number Resolved at Stage 2	2	0

RECORD OF DIGNITY AT WORK	Oct-Dec 2018	Oct-Dec 2019
Number of Incidents	0	0

ANALYSIS OF REASONS FOR LEAVING	Oct-Dec 2018	Oct-Dec 2019
Career Advancement	2	0
Poor Relationship with Manager/Colleagues	0	1
Other	1	0
Number of Exit Interviews conducted	3	1

Total Number of Leavers Eligible for Exit Interview	10	1
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Percentage of interviews conducted	30%	100%
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Finance & Corporate Resources	Oct-Dec 2019		Reconciliation figure Apr - Sept 2019		Cumulative total	
	FTE*	H/C**	FTE	H/C	FTE	H/C
Terminations/Leavers	6.09	9	42	53	62	48.09
Being replaced	6.09	9	22.2	23	32	28.29
Held pending savings			19.2	29	29	19.2
Filled on fixed term basis			0.6	1	1	0.6
Budget transfer to other post						
End of fixed term contract						

* Full time equivalent

** Head count/number of employees

JOINT STAFFING WATCH RETURN
FINANCE AND CORPORATE RESOURCES

1. As at 14 December 2019

Total Number of Employees				
MALE		FEMALE		TOTAL
F/T	P/T	F/T	P/T	
211	15	378	302	906

Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
1.00	121.06	348.53	236.61	63.54	27.70	6.00	1.00	0.00	805.44

1. As at 14 September 2019

Total Number of Employees				
MALE		FEMALE		TOTAL
F/T	P/T	F/T	P/T	
213	15	381	304	913

*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
2.00	124.65	349.16	236.18	65.54	26.70	6.00	1.00	0.00	811.23

Report

6

Report to: **Finance and Corporate Resources Committee**
 Date of Meeting: **4 March 2020**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Council-wide Workforce Monitoring – October to December 2019**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information relating to the Council for the period October to December 2019

2. Recommendation(s)

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

(1) that the following employment information for the period October to December 2019 relating to the Council be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ Staffing Watch as at 14 December 2019

3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to the Committee. This report for the Council provides information on the position for the period October to December 2019.

4. Attendance Statistics

4.1. Information on absence statistics for the Council and each Resource, as analysed for December 2019, is provided in Appendices 1 to 8. Points to note are:-

The Council's absence rate for December 2019, shown in Appendix 1, is 5.7%, which represents an increase of 0.2% when compared with last month and the figure has increased by 0.9% when compared to December 2018.

When compared to December 2018, the APT&C absence rate has increased by 0.8%, the teachers' figure has increased by 0.7% and the manual workers' figure has increased by 0.9%.

Based on annual trends and the absence rate to December 2019, the projected average absence rate for the Council for the financial year 2019/2020 is 4.6%.

For the financial year 2019/2020, the projected average days lost per employee equates to 10.3 days.

In comparison to December 2018 (Appendix 8):-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence
- ◆ Total days lost due to musculoskeletal conditions have increased by 454 days
- ◆ Total days lost due to psychological conditions have increased by 1354 days
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have increased by 751 days
- ◆ Total days lost due to respiratory conditions have increased by 423 days

5. Occupational Health

5.1. Information on Occupational Health for the period October to December 2019 is provided in Appendix 9.

- ◆ during the period, there were 457 employees referred for a medical examination, an increase of 37 when compared to the same period last year. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals.
- ◆ a total of 553 employees attended physiotherapy treatment, showing an increase of 18 when compared to the same period last year. Of the 553 employees referred, 73% remained at work whilst undertaking treatment.
- ◆ during the period 412 employees were referred to the Employee Support Officer, showing an increase of 59 when compared with the same period last year. Of the referrals made this period, 92% related to personal reasons.
- ◆ 203 employees were referred to the PAM Assist counselling service this period, showing a decrease of 39 when compared with the same period last year. All of the referrals made this period were from management and none were made directly by employees. Personal reasons accounted for 60% of the referrals made, 23% were for work related reasons and 17% were for other reasons.
- ◆ 35 employees were referred for Cognitive Behavioural Therapy this period, an increase of 8 when compared to the same period last year.

6. Accidents/Incidents

6.1. The accident/incident report for October to December 2019 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 358, this figure has increased by 69 from the same period last year.
- ◆ there was 1 specified injury recorded, this figure has decreased by 1 from the same period last year.
- ◆ there were 341 minor accidents/incidents, this figure has increased by 69 from the same period last year.
- ◆ 3 accidents resulted in an absence lasting over 3 days during the period, this figure has decreased by 1 from the same period last year.
- ◆ there were 13 accidents resulting in absences lasting over 7 days during the period, this figure has increased by 2 from the same period last year.

7. Discipline, Grievance, Dignity at Work Hearings and Mediation Referrals

7.1. Information on Disciplinary, Grievance Hearings, Dignity at Work and Mediation Referrals for October to December 2019 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 43 disciplinary hearings were held across Resources within the Council, an increase of 8 when compared to the same period last year.
- ◆ action was taken in 37 of these cases. No appeals were raised against the outcomes.
- ◆ our target is to convene disciplinary hearings within 6 weeks, 79% of hearings met this target.
- ◆ during the period, 2 appeals were heard by the Appeals Panel of which 1 was upheld in part and 1 was not upheld.
- ◆ at the end of December 2019, no Appeals Panels were pending.
- ◆ during the period, 4 grievance cases were raised.
- ◆ during the period, 10 Dignity at Work cases were raised.
- ◆ during the period, 2 referral for mediations were submitted.

8. Analysis of Leavers and Exit Interviews

8.1. Information on the number of leavers and exit interviews for the period October to December 2019 is contained in Appendix 13. Exit interviews are conducted with employees who leave voluntarily.

Labour Turnover

Using information compiled from Resources and Staffing Watch information as at 14 September 2019, the Council's turnover figure for October to December 2019 is as follows:-

137 leavers eligible for exit interviews/14,901 employees in post = Labour Turnover of 0.9%.

Based on the figure at April 2019, the projected annual labour turnover figure for the financial year 2019/2020 for the Council is 4.2%.

8.2. Analysis of Leavers and Exit Interviews

- ◆ there were a total of 137 employees leaving the Council that were eligible for an exit interview, an increase of 2 when compared with the same period last year.
- ◆ exit interviews were held with 31% of leavers, compared with 27% from the same period last year.

8.3. From September 2019, when processing an employee termination, managers were asked to identify whether they intended to replace the employee who had left the Council. If they indicated that they did not intend to replace the employee, they were asked to select from the following options:-

- ◆ plan to hold for savings
- ◆ fill on a fixed term basis pending savings
- ◆ transfer budget to another post
- ◆ end of fixed term contract

- 8.4. Appendix 13a provides information relating to vacant posts and whether these are being replaced or held for savings. From October to December 2019, 365 (FTE 286.3 FTE) employees left employment and managers indicated that 250 (FTE 172.9) would be replaced. Of the remaining posts, 2 (FTE 1.95) are to be left vacant pending service review, 109 (FTE 109) were fixed term posts which came to an end, 2 (FTE 1.57) are being transferred to another budget and 2 (0.87) are being filled on a temporary basis.
- 8.5. Cumulatively, therefore, from April 2019, there have been 902 (FTE 665.68) leavers, 708 (FTE 508.34) of which are being replaced. 6 (FTE 3.59) are being replaced on a temporary basis, the budget for 3 (FTE 1.7) is being transferred to other posts, 109 (FTE 109) were fixed term posts which came to an end and the remaining 76 (FTE 44.05) are being held vacant pending savings discussion or service reviews.

9. Recruitment Monitoring

- 9.1. Information on Recruitment Monitoring for October to December 2019 is contained within Appendix 14.

From an analysis of Equal Opportunities Monitoring Forms, the main points to note are:-

- ◆ overall, 4,830 applications and 4,737 completed Equal Opportunities Monitoring Forms were received
- ◆ of those applicants who declared themselves as disabled (263), 107 were shortlisted for interview and 16 were appointed
- ◆ of those applicants of a black/ethnic minority background (129), 27 were shortlisted for interview and 9 were appointed

10. Staffing Watch

- 10.1. There has been a decrease of 135 in the number of employees in post from 14 September 2019 to 14 December 2019. Details of Staffing Watch are contained in appendix 15.

11. Employee Implications

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

12. Financial Implications

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

13. Climate Change, Sustainability and Environmental Implications

- 13.1. There are no Climate Change, Sustainability and Environmental Implications arising from the information presented in this report.

14. Other Implications

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

15. Equality Impact Assessment and Consultation Arrangements

- 15.1. 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.

15.2. 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)

24 January 2020

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

- ◆ Finance and Corporate Resources Committee – 11 December 2019

List of Background Papers

- ◆ Monitoring information provided by 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

ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020
Council Wide

APT&C				Teachers				Manual Workers				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	4.1	4.2	4.0	April	2.1	1.9	2.9	April	5.2	5.7	5.2	April	3.9	4.1	4.0
May	4.4	4.2	4.4	May	2.7	2.1	3.2	May	5.1	6.1	5.6	May	4.2	4.2	4.4
June	4.1	4.2	4.4	June	2.2	2.3	2.7	June	4.9	6.0	5.7	June	3.9	4.3	4.4
July	3.3	3.5	3.5	July	0.8	1.0	1.2	July	4.5	5.1	5.1	July	3.0	3.4	3.4
August	3.7	3.7	3.9	August	1.0	1.2	1.3	August	4.5	5.4	5.5	August	3.2	3.6	3.7
September	4.4	4.4	4.5	September	2.2	2.2	2.5	September	5.0	6.2	6.1	September	4.0	4.4	4.5
October	4.3	4.7	4.7	October	2.4	2.2	2.6	October	5.4	5.8	6.1	October	4.1	4.4	4.6
November	4.7	5.3	5.7	November	3.5	3.5	3.8	November	6.1	6.0	6.6	November	4.8	5.1	5.5
December	4.9	4.9	5.7	December	3.8	3.1	3.8	December	6.7	6.3	7.2	December	5.1	4.8	5.7
January	5.0	4.7		January	3.0	3.3		January	6.6	6.6		January	5.0	4.9	
February	5.2	4.9		February	3.0	4.0		February	6.5	6.7		February	5.0	5.2	
March	4.8	4.7		March	2.9	3.9		March	6.2	6.1		March	4.7	4.9	
Annual Average	4.4	4.5	4.6	Annual Average	2.5	2.6	2.9	Annual Average	5.6	6.0	6.0	Annual Average	4.2	4.4	4.6
Average Apr-Dec	4.1	4.3	4.5	Average Apr-Dec	2.1	2.1	2.7	Average Apr-Dec	5.1	5.8	5.9	Average Apr-Dec	3.9	4.2	4.5
No of Employees at 31 December 2019			7262	No of Employees at 31 December 2019			3868	No of Employees at 31 December 2019			4523	No of Employees at 31 December 2019			15653

For the financial year 2019/20, the projected average days lost per employee equates to 10.3 days.

ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020
Community and Enterprise 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	3.9	3.2	4.0	April	5.2	5.4	4.4	April	4.8	5.0	4.3	April	3.9	4.1	4.0				
May	4.4	2.8	3.6	May	5.7	6.0	5.1	May	5.4	5.5	4.9	May	4.2	4.2	4.4				
June	4.2	3.8	3.9	June	5.1	5.8	5.5	June	4.9	5.5	5.3	June	3.9	4.3	4.4				
July	3.4	4.3	3.9	July	4.2	4.5	4.3	July	4.0	4.4	4.3	July	3.0	3.4	3.4				
August	3.6	4.8	4.0	August	4.5	5.3	5.1	August	4.3	5.2	4.9	August	3.2	3.6	3.7				
September	3.4	6.0	2.9	September	5.0	6.2	5.9	September	4.8	6.2	5.4	September	4.0	4.4	4.5				
October	3.8	3.8	3.4	October	5.6	5.8	5.9	October	5.3	5.5	5.5	October	4.1	4.4	4.6				
November	4.5	4.8	4.8	November	6.2	6.2	6.6	November	5.9	6.0	6.4	November	4.8	5.1	5.5				
December	3.6	4.1	5.4	December	6.4	6.0	7.0	December	5.9	5.7	6.8	December	5.1	4.8	5.7				
January	3.0	3.4		January	6.3	6.1		January	5.7	5.6		January	5.0	4.9					
February	3.0	4.1		February	6.8	6.3		February	6.1	5.9		February	5.0	5.2					
March	3.4	4.8		March	6.1	5.6		March	5.6	5.5		March	4.7	4.9					
Annual Average	3.7	4.2	4.0	Annual Average	5.6	5.8	5.7	Annual Average	5.2	5.5	5.4	Annual Average	4.2	4.4	4.6				
Average Apr-Dec	3.9	4.2	4.0	Average Apr-Dec	5.2	5.7	5.5	Average Apr-Dec	4.9	5.4	5.3	Average Apr-Dec	3.9	4.2	4.5				
No of Employees at 31 December 2019				551	No of Employees at 31 December 2019				2812	No of Employees at 31 December 2019				3363	No of Employees at 31 December 2019				15653

For the financial year 2019/20, the projected average days lost per employee equates to 13.4 days.

ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020
Education Resources

APT&C				Teachers				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	4.0	4.1	3.5	April	2.1	1.9	2.9	April	2.9	2.8	3.2	April	3.9	4.1	4.0				
May	4.7	4.5	4.2	May	2.7	2.1	3.2	May	3.5	3.1	3.6	May	4.2	4.2	4.4				
June	3.6	4.4	3.8	June	2.2	2.3	2.7	June	2.8	3.2	3.2	June	3.9	4.3	4.4				
July	2.1	2.4	2.4	July	0.8	1.0	1.2	July	1.3	1.6	1.7	July	3.0	3.4	3.4				
August	2.7	2.7	2.8	August	1.0	1.2	1.3	August	1.7	1.8	2.0	August	3.2	3.6	3.7				
September	4.3	4.1	4.3	September	2.2	2.2	2.5	September	3.0	3.0	3.3	September	4.0	4.4	4.5				
October	4.6	4.7	4.5	October	2.4	2.2	2.6	October	3.3	3.2	3.5	October	4.1	4.4	4.6				
November	5.0	5.7	5.8	November	3.5	3.5	3.8	November	4.1	4.4	4.7	November	4.8	5.1	5.5				
December	5.3	5.4	5.5	December	3.8	3.1	3.8	December	4.4	4.1	4.6	December	5.1	4.8	5.7				
January	5.2	5.1		January	3.0	3.3		January	3.9	4.1		January	5.0	4.9					
February	5.5	5.3		February	3.0	4.0		February	4.0	4.5		February	5.0	5.2					
March	4.7	5.0		March	2.9	3.9		March	3.7	4.4		March	4.7	4.9					
Annual Average	4.3	4.5	4.4	Annual Average	2.5	2.6	2.9	Annual Average	3.2	3.4	3.6	Annual Average	4.2	4.4	4.6				
Average Apr-Dec	3.9	4.1	4.1	Average Apr-Dec	2.1	2.1	2.7	Average Apr-Dec	2.8	2.9	3.3	Average Apr-Dec	3.9	4.2	4.5				
No of Employees at 31 December 2019				3030	No of Employees at 31 December 2019				3868	No of Employees at 31 December 2019				6898	No of Employees at 31 December 2019				15653

For the financial year 2019/20, the projected average days lost per employee equates to 7.9 days.

ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020
Finance and Corporate 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	2.8	3.1	3.5	April		8.6	7.1	April	2.8	3.2	3.6	April	3.9	4.1	4.0	
May	3.2	3.3	3.2	May	0.0	0.4	0.0	May	3.2	3.2	3.2	May	4.2	4.2	4.4	
June	3.3	2.5	3.3	June	0.0	0.0	0.5	June	3.3	2.5	3.2	June	3.9	4.3	4.4	
July	3.1	2.9	3.3	July	0.0	0.0	2.4	July	3.0	2.9	3.2	July	3.0	3.4	3.4	
August	3.5	2.8	3.6	August	0.0	0.4	5.9	August	3.4	2.8	3.6	August	3.2	3.6	3.7	
September	4.1	3.1	3.3	September	0.0	0.0	3.5	September	4.1	3.0	3.3	September	4.0	4.4	4.5	
October	4.4	3.6	3.7	October	0.0	0.0	3.6	October	4.3	3.6	3.7	October	4.1	4.4	4.6	
November	4.2	4.6	3.9	November	0.0	0.0	2.6	November	4.1	4.6	3.8	November	4.8	5.1	5.5	
December	3.5	3.8	4.6	December	0.0	0.0	1.3	December	3.4	3.8	4.5	December	5.1	4.8	5.7	
January	4.1	3.6		January	7.0	0.0		January	4.2	3.5		January	5.0	4.9		
February	4.2	3.7		February	2.5	2.3		February	4.2	3.6		February	5.0	5.2		
March	3.8	3.2		March	16.9	9.8		March	4.0	3.3		March	4.7	4.9		
Annual Average	3.7	3.4	3.6	Annual Average	2.4	1.8	3.3	Annual Average	3.7	3.3	3.5	Annual Average	4.2	4.4	4.6	
Average Apr-Dec	3.6	3.2	3.6	Average Apr-Dec	0.0	1.2	3.0	Average Apr-Dec	3.5	3.2	3.6	Average Apr-Dec	3.9	4.2	4.5	
No of Employees at 31 December 2019			978	No of Employees at 31 December 2019			11	No of Employees at 31 December 2019			989	No of Employees at 31 December 2019			15653	

For the financial year 2019/20, the projected average days lost per employee equates to 8.4 days.
 Figures for manual workers only applicable from May 2017/2018

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	4.2	May	3.9	6.5	5.1	May	4.1	4.8	4.5	May	4.2	4.2	4.4				
June	3.9	4.0	4.8	June	4.4	6.2	5.0	June	4.1	4.9	4.9	June	3.9	4.3	4.4				
July	4.3	3.7	4.1	July	4.9	6.3	5.4	July	4.5	4.8	4.6	July	3.0	3.4	3.4				
August	4.7	4.1	4.0	August	4.0	5.5	5.7	August	4.4	4.6	4.7	August	3.2	3.6	3.7				
September	4.3	4.5	4.4	September	4.5	6.2	5.8	September	4.4	5.2	5.0	September	4.0	4.4	4.5				
October	3.8	4.3	4.3	October	4.4	5.9	6.6	October	4.0	4.9	5.2	October	4.1	4.4	4.6				
November	4.9	4.8	5.5	November	6.4	6.5	6.1	November	5.5	5.5	5.7	November	4.8	5.1	5.5				
December	5.0	4.4	5.2	December	9.0	6.5	6.3	December	6.6	5.3	5.6	December	5.1	4.8	5.7				
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	4.4	Annual Average	5.5	6.4	6.1	Annual Average	4.9	5.1	5.1	Annual Average	4.2	4.4	4.6				
Average Apr-Dec	4.3	4.1	4.5	Average Apr-Dec	4.6	6.2	5.9	Average Apr-Dec	4.4	5.0	5.0	Average Apr-Dec	3.9	4.2	4.5				
No of Employees at 31 December 2019				880	No of Employees at 31 December 2019				568	No of Employees at 31 December 2019				1448	No of Employees at 31 December 2019				15653

For the financial year 2019/20, the projected average days lost per employee equates to 12.3 days.

ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020
Social Work 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	5.0	5.3	5.0	April	5.6	6.2	6.9	April	5.2	5.6	5.6	April	3.9	4.1	4.0				
May	4.9	5.1	5.6	May	4.1	6.2	7.7	May	4.6	5.4	6.3	May	4.2	4.2	4.4				
June	5.3	5.2	5.8	June	4.6	6.3	6.9	June	5.1	5.6	6.2	June	3.9	4.3	4.4				
July	4.8	5.2	5.1	July	4.9	6.4	7.7	July	4.8	5.6	5.9	July	3.0	3.4	3.4				
August	4.9	5.0	5.9	August	4.7	5.9	6.7	August	4.8	5.3	6.2	August	3.2	3.6	3.7				
September	5.0	5.0	6.2	September	5.2	6.1	6.8	September	5.1	5.4	6.4	September	4.0	4.4	4.5				
October	4.2	5.7	6.1	October	5.8	5.6	6.5	October	4.8	5.6	6.2	October	4.1	4.4	4.6				
November	4.4	5.4	6.8	November	5.9	5.3	6.8	November	4.9	5.4	6.8	November	4.8	5.1	5.5				
December	5.6	5.1	6.9	December	6.1	6.9	8.7	December	5.7	5.7	7.5	December	5.1	4.8	5.7				
January	5.5	5.2		January	7.3	8.4		January	6.1	6.2		January	5.0	4.9					
February	6.1	5.5		February	5.8	8.5		February	6.0	6.5		February	5.0	5.2					
March	5.7	5.4		March	6.5	6.5		March	5.9	5.8		March	4.7	4.9					
Annual Average	5.1	5.3	5.8	Annual Average	5.5	6.5	7.3	Annual Average	5.3	5.7	6.3	Annual Average	4.2	4.4	4.6				
Average Apr-Dec	4.8	5.2	5.9	Average Apr-Dec	5.1	6.0	7.2	Average Apr-Dec	4.9	5.5	6.3	Average Apr-Dec	3.9	4.2	4.5				
No of Employees at 31 December 2019				1823	No of Employees at 31 December 2019				1132	No of Employees at 31 December 2019				2955	No of Employees at 31 December 2019				15653

For the financial year 2019/20, the projected average days lost per employee equates to 13.8 days.

ABSENCE BY LONG AND SHORT TERM

From: 1 October 2019 - 31 December 2019

Resource	No of employees	October 2019			November 2019			December 2019		
		Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %
Community and Enterprise	3363	2.0	3.5	5.5	2.6	3.8	6.4	2.0	4.8	6.8
Education	6898	1.3	2.2	3.5	2.1	2.6	4.7	1.6	3.0	4.6
Finance and Corporate	989	2.1	1.6	3.7	1.7	2.1	3.8	2.1	2.4	4.5
Housing & Technical	1448	2.3	2.9	5.2	2.5	3.2	5.7	2.0	3.6	5.6
Social Work	2955	2.0	4.2	6.2	2.1	4.7	6.8	2.3	5.2	7.5
Council Overall for October 2019 - December 2019	15653	1.7	2.9	4.6	2.3	3.2	5.5	1.9	3.8	5.7

ATTENDANCE MONITORING
Absence Classification

From : 1 December - 31 December 2019

REASONS	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	1463	30	1083	17	128	15	494	30	952	23	4120	23
Psychological	1257	26	2292	36	260	29	536	32	1436	35	5781	32
Stomach, Bowel, Blood, Metabolic Disorders	595	12	829	13	131	15	270	16	466	11	2291	13
Respiratory	486	10	785	12	172	20	107	6	394	10	1944	11
Other Classification	1031	21	1431	22	191	22	265	16	821	20	3739	21
Total Days Lost By Reason	4832	100	6420	100	882	100	1672	100	4069	100	17875	100
Total Work Days Available	71340		140452		19400		29712		54442			

From : 1 December - 31 December 2018

REASONS	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	1388	36	763	15	164	23	466	31	885	30	3666	26
Psychological	963	25	1985	38	206	29	454	30	819	27	4427	31
Stomach, Bowel, Blood, Metabolic Disorders	328	9	620	12	84	12	148	10	360	12	1540	11
Respiratory	393	10	683	13	116	16	131	9	198	7	1521	11
Other Classification	751	20	1163	22	135	19	307	20	735	25	3091	22
Total Days Lost By Reason	3823	100	5214	100	705	100	1506	100	2997	100	14245	100
Total Work Days Available	66836		128192		18785		28543		52579			

*WDL = Work Days Lost

OCCUPATIONAL HEALTH REPORTS

FROM: 1 October 2019 - 31 December 2019 comparison with 1 October 2018 - 31 December 2018

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
TOTAL (Oct-Dec 2019)	125	40	59	15	76	142	457
TOTAL (Oct-Dec 2018)	128	33	38	29	64	128	420

No of Employees Referred For Physiotherapy		
RESOURCE	Oct-Dec 2018	Oct-Dec 2019
Community and Enterprise	126	137
Education (Teachers)	67	72
Education (Others)	101	104
Finance and Corporate	33	47
Housing and Technical	58	64
Social Work	150	129
TOTAL	535	553

No of Employees Referred To Employee Support Officer		
RESOURCE	Oct-Dec 2018	Oct-Dec 2019
Community and Enterprise	66	88
Education	162	174
Finance and Corporate	14	12
Housing and Technical	31	41
Social Work	80	97
TOTAL	353	412

No of Employees Referred For Cognitive Behavioural Therapy		
RESOURCE	Oct-Dec 2018	Oct-Dec 2019
Community and Enterprise	12	3
Education	4	5
Finance and Corporate	0	0
Housing and Technical	7	6
Social Work	4	5
Not Disclose	0	16
TOTAL	27	35

Analysis of Counselling Referrals by Cause												
Reason												
Work Stress		Addiction		Personal		Anxiety/ Depression		Bereavement		Total		
M	S	M	S	M	S	M	S	M	S	M	S	
TOTAL (Oct-Dec 2019)	47	0	0	0	123	0	29	0	4	0	203	0
TOTAL (Oct-Dec 2018)	25	0	5	0	168	0	22	0	22	0	242	0
									Total Referrals (Oct-Dec 2019)		203	
									Total Referrals (Oct-Dec 2018)		242	

M = MANAGEMENT REFERRAL S = SELF REFERRAL

ANALYSIS OF ACCIDENTS/INCIDENTS
Comparison
CAUSE OF ACCIDENTS/INCIDENTS TO EMPLOYEES

FROM: 1 October 2019 - 31 December 2019 comparison with 1 October 2018 - 31 December 2018

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018
Specified Injury	0	0	0	0	0	0	0	1	1	1	1	2
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Total Specified Injury*	0	0	0	0	0	0	0	1	1	1	1	2
Over 7-day	5	4	3	3	0	0	2	3	3	1	13	11
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 7-day**	5	4	3	3	0	0	2	3	3	1	13	11
Over 3-day	2	2	1	1	0	0	0	0	0	1	3	4
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 3-day**	2	2	1	1	0	0	0	0	0	1	3	4
Minor	19	14	9	8	0	0	5	4	5	6	38	32
Near Miss	1	4	0	0	0	0	1	3	1	0	3	7
Violent Incident: Physical	3	6	249	199	1	0	0	0	14	7	267	212
Violent Incident: Verbal	0	2	19	14	9	2	1	3	4	0	33	21
Total Minor***	23	26	277	221	10	2	7	10	24	13	341	272
Total Accidents/Incidents	30	32	281	225	10	2	9	14	28	16	358	289

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

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

*** A minor injury is an injury not covered by " Over 7-day", "Over 3-day" or "Specified".

RECORD OF DISCIPLINARY HEARINGS

FROM: 1 October 2019 - 31 December 2019 comparison with 1 October 2018 - 31 December 2018

RESOURCE	No of Disciplinary Hearings				Outcome of Disciplinary Hearings								No of weeks to convene Disciplinary Hearing			% Held within 6 Weeks
	APT&C	Manual/ Craft	Teachers	Total	No Action				Action Taken				3	4-6	6+	
					APT&C	Manual / Craft	Teachers	Total	APT&C	Manual / Craft	Teachers	Total				
COMMUNITY AND ENTERPRISE	1	18	N/A	19	1	1	N/A	2	0	17	N/A	17	9	5	5	74%
EDUCATION	5	0	1	6	2	0	0	2	3	0	1	4	3	2	1	83%
HOUSING & TECHNICAL	2	2	N/A	4	0	0	N/A	0	2	2	N/A	4	1	2	1	75%
SOCIAL WORK	8	6	N/A	14	1	1	N/A	2	7	5	N/A	12	9	3	2	86%
TOTAL (Oct-Dec 2019)	16	26	1	43	4	2	0	6	12	24	1	37	22	12	9	79%
TOTAL (Oct-Dec 2018)	13	19	3	35	6	2	0	8	7	17	3	27	25	7	3	91%

RESOURCE	No of Appeals				Outcome of Appeals												Appeals Pending
	APT&C	Manual/ Craft	Teachers	Total	Upheld				Upheld in Part				Not Upheld				
					APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	
TOTAL (Oct-Dec 2019)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL (Oct-Dec 2018)	2	1	0	3	0	0	0	0	1	0	0	1	1	1	0	2	0

*Resources nil responses are not included in figures

N.B. Non-White employees refers to those employees who have indicated that they are:- Any other mixed background, Indian, Pakistani, Bangladeshi, Chinese, Any other Asian background, Caribbean, African and any other black background.

APPEAL'S PANEL

FROM: 1 October 2019 - 31 December 2019

APPEAL'S PANEL	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
	0	1	1	0	2	0

RECORD OF GRIEVANCES**FROM: 1 October 2019 - 31 December 2019 comparison with 1 October 2018 - 31 December 2018**

GRIEVANCES	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
TOTAL (Oct-Dec 2019)	4	1	2	0	1
TOTAL (Oct-Dec 2018)	8	0	8	0	0

DIGNITY AT WORK**FROM: 1 October 2019 - 31 December 2019 comparison with 1 October 2018 - 31 December 2018**

DIGNITY AT WORK	No of Incidents	No Resolved at Informal Stage	No Resolved at Formal Stage	No of Appeals	Appeals in Process	Still in Process
TOTAL (Oct-Dec 2019)	10	0	0	0	0	10
TOTAL (Oct-Dec 2018)	3	3	0	0	0	0

REFERRALS FOR WORKPLACE MEDIATION**As at December 2019**

WORKPLACE MEDIATION	Oct-19	Nov-19	Dec-19
No of Referrals	0	2	0
*No of Successful Cases	0	0	0
*No of Unsuccessful Cases	0	0	0
No of cases unsuitable for mediation	0	0	0

WORKPLACE MEDIATION	Oct-18	Nov-18	Dec-18
No of Referrals	2	2	0
*No of Successful Cases	2	0	1
*No of Unsuccessful Cases	0	0	1
No of cases unsuitable for mediation	0	0	0

*successful/unsuccessful case outcomes may be shown outwith the month they were referred.

ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

EXIT INTERVIEWS (Oct-Dec 2019)

REASONS FOR LEAVING	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
CAREER ADVANCEMENT	3	3	0	2	6	14	33
POOR RELATIONSHIPS WITH MANAGERS /	0	2	1	1	0	4	9
CHILD CARING / CARING RESPONSIBILITIES	2	1	0	0	0	3	7
FURTHER EDUCATION	0	0	0	0	2	2	5
PERSONAL REASONS	0	1	0	0	1	2	5
TRAVELLING DIFFICULTIES	0	0	0	0	2	2	5
DISSATISFACTION WITH TERMS AND CONDITIONS	0	0	0	0	1	1	2
OTHER	2	9	0	1	3	15	35
NUMBER OF EXIT INTERVIEWS CONDUCTED	7	16	1	4	15	43	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	38	46	1	8	44	137	
% OF LEAVERS INTERVIEWED	18	35	100	50	34	31	

EXIT INTERVIEWS (Oct-Dec 2018)

NUMBER OF EXIT INTERVIEWS CONDUCTED	3	20	3	2	9	37	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	30	58	10	7	30	135	
% OF LEAVERS INTERVIEWED	10	34	30	29	30	27	

* Note these totals include temporary employees

Appendix 13a

October – December 2019	Number of leavers		Replace Employee		Filling on a temp basis		Plan to transfer this budget to another post		End of fixed term post		Leave vacant pending service review	
Resource	Total FTE*	Total H/C**	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C
Community & Enterprise	150.94	186	41.71	76	0.23	1			109	109		
Education	45.99	72	45.35	71	0.64	1						
Finance & Corporate	6.09	9	6.09	9								
Housing & Technical	21.35	25	19.66	23			0.69	1			1	1
Social Work	61.94	73	60.11	71			0.88	1			0.95	1
Total	286.31	365	172.92	250	0.87	2	1.57	2	109	109	1.95	2

April – September 2019	Number of leavers		Replace Employee		Filling on a temp basis		Plan to transfer this budget to another post		End of fixed term post		Leave vacant pending savings or service review	
Resource	Total FTE*	Total H/C**	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C
Community & Enterprise	91.25	185	70.23	141	2.12	3					18.9	41
Education	61.34	86	58.21	82			0.13	1			3	3
Finance & Corporate	42	53	22.2	23	0.6	1					19.2	29
Housing & Technical	37.49	41	37.49	41							0	0
Social Work	147.29	172	147.29	171							1	1
Total	379.37	536	335.42	458	2.72	4	0.13	1	0	0	42.1	74

Cumulative Grand Total	665.68	902	508.34	708	3.59	6	1.7	3	109	109	44.05	76
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* Full time equivalent

** Head count/number of employees

RECRUITMENT MONITORING

Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 October 2019 - 31 December 2019

Total Number of applications received:	4830
Total Number of Equal Opportunities Monitoring forms received:	4737
Total Number of posts recruited for:	246
Total Number of appointments:	529

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	4737	1446	474
Total No of Male Applicants	1617	496	126
Total No of Female Applicants	3095	942	347
Total No of Disabled Applicants	263	107	16
Total No of applicants aged under 50	3865	1135	368
Total No of applicants aged over 50	918	354	144
Total No of White applicants	4564	1407	461
Total No of Black/Ethnic minority applicants*	129	27	9

FROM : 1 October 2018 - 31 December 2018

Total Number of applications received:	4137
Total Number of Equal Opportunities Monitoring forms received:	3867
Total Number of posts recruited for:	193
Total Number of appointments:	645

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	3867	822	616
Total No of Male Applicants	1171	346	97
Total No of Female Applicants	2687	1091	470
Total No of Disabled Applicants	170	71	11
Total No of applicants aged under 50	3112	935	502
Total No of applicants aged over 50	718	251	68
Total No of White applicants	3723	1084	528
Total No of Black/Ethnic minority applicants*	104	44	7

*Black/Ethnic Minority applicants includes Mixed, Asian, Black and other backgrounds.

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 14 December 2019**Analysis by Resource**

Resource	Total Number of Employees					Full-Time Equivalent									
	Total	Male		Female		Salary Band									
		F/T	P/T	F/T	P/T	Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
Community & Enterprise Resources	3112	1292	220	187	1413	2218.51	1.00	1495.66	416.89	230.36	47.60	17.00	4.00	6.00	0.00
Education - Others	2878	140	81	491	2166	2067.32	1.00	1366.39	442.15	140.75	31.80	13.00	4.00	60.43	7.80
Education - Teachers	3763	700	57	2284	722	3457.29	0.00	0.69	0.00	0.00	0.00	0.00	0.00	2.00	3454.60
Finance & Corporate Resources	906	211	15	378	302	805.44	1.00	121.06	348.53	236.61	63.54	27.70	6.00	1.00	0.00
Housing & Technical	1310	851	24	304	131	1256.63	1.00	203.45	648.24	356.08	35.86	10.00	2.00	0.00	0.00
Social Work Resources	2797	217	189	964	1427	2419.67	1.00	1319.60	499.83	551.24	22.00	24.00	2.00	0.00	0.00
						8767.57	(excluding Teachers)								
Total All Staff	14766	3411	586	4608	6161	12224.86	5.00	4506.85	2355.64	1515.04	200.80	91.70	18.00	69.43	3462.40

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 14 September 2019**Analysis by Resource**

Resource	Total Number of Employees					Full-Time Equivalent									
	Total	Male		Female		Salary Band									
		F/T	P/T	F/T	P/T	Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
Community & Enterprise Resources	3182	1368	218	193	1403	2295.78	1.00	1569.31	415.60	235.27	47.60	17.00	4.00	6.00	0.00
Education - Others	2881	139	82	481	2179	2062.33	1.00	1367.59	439.20	135.41	30.80	13.00	4.00	59.93	11.40
Education - Teachers	3767	699	58	2296	714	3464.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	3462.50
Finance & Corporate Resources	913	213	15	381	304	811.23	2.00	124.65	349.16	236.18	65.54	26.70	6.00	1.00	0.00
Housing & Technical	1316	862	21	299	134	1262.14	1.00	208.63	653.32	351.19	36.00	10.00	2.00	0.00	0.00
Social Work Resources	2842	228	195	983	1436	2462.00	1.00	1357.30	489.10	563.60	24.00	25.00	2.00	0.00	0.00
						8893.48	(excluding Teachers)								
Total All Staff	14901	3509	589	4633	6170	12357.98	6.00	4627.48	2346.38	1521.65	203.94	91.70	18.00	68.93	3473.90

Report

7

Report to: **Finance and Corporate Resources Committee**
 Date of Meeting: **4 March 2020**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Treasury Management Activity – Third Quarter Review**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide a third quarter review of Treasury Management Activity for 2019/2020

2. Recommendation(s)

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

- (1) that the contents of this report be noted.

3. Background

3.1 In order to provide members with information on the Council's Treasury Management activities, a quarterly report is presented to this Committee. This report covers the period 1 April 2019 to 31 December 2019.

4. Market Performance

- 4.1. As at 31 December 2019, the UK Base Rate was 0.75% and the Bank of England Asset Purchase Programme (commonly referred to as its policy of quantitative easing) remained at £435bn.
- 4.2. The Council's Treasury Management Advisers are predicting no change in the UK Base Rate during the remainder of 2019/2020.

5. Debt Management and Borrowing Strategy

- 5.1. The Council began the year with debt of £1,066.023m with fixed rate loans from the Public Works Loans Board (PWLB) making up 99.09% of the debt.
- 5.2. Table 1 shows the movement in borrowing to 31 December 2019. Short term borrowing reflects borrowing which will mature in the coming year, or where the debt can be recalled in the coming year.

Table 1 – Movement in Borrowing to 31 December 2019

	Balance as at 01/04/2019 £m	New Borrowing £m	Debt Maturing £m	Debt Repaid £m	Balance as at 31/12/2019 £m	Increase/ Decrease in Borrowing £m
Short Term Borrowing	30.590	0.000	(27.376)	0.00	3.214	(27.376)
Long Term Borrowing	1,035.433	0.000	0.00	0.00	1,035.433	0.000
TOTAL BORROWING	1,066.023	0.000	(27.376)	0.00	1,038.647	(27.376)

- 5.3. In 2012/2013, HM Treasury introduced a “certainty rate” to enable eligible local authorities to access cheaper PWLB funding, with a 20 basis point (0.20%) reduction on the standard rate. South Lanarkshire Council has access to this reduced rate.
- 5.4. The Council has a borrowing requirement of £50.870m during 2019/2020.
- 5.5. The Executive Director (Finance and Corporate Resources), under delegated powers, will take the most appropriate form of borrowing depending on the prevailing interest rates at the time, taking into consideration the differential between investment earnings and debt costs that remains high.
- 5.6. No borrowing has been taken so far in the current financial year. Instead, cash balances have been used to fund capital spend. Borrowing to replace these balances will be required going forward.

6. Investment Activity

- 6.1. On a daily basis, the Treasury Management section within Finance and Corporate Resources manages the Council’s cash balances. These balances can result from day to day cash flow situations where income has been received before expenditure has taken place, and from the balances held in earmarked reserves for use at a later date. It is the responsibility of the section to manage these funds. The primary consideration when making deposits is the security of funds. Secondary to this, consideration is given to ensuring we have access to funds when necessary, and that these funds are working as well as they can for the Council.
- 6.2. The Prudential Indicators, Treasury Management Strategy and Annual Investment Strategy Report for 2019/2020 was presented to the Executive Committee on 27 February 2019 detailing permitted investments for this Council.
- 6.3. The Council undertakes significant scrutiny of any counterparty that it places money with in partnership with our Treasury Management Advisers, Link. This includes information on counterparty credit ratings and details of negative rating watches. Additional market information on counterparties is also considered including share prices, market research information and risk data in the form of Credit Default Swap prices. Only when we are satisfied that there are no issues that raise any concerns about the security of the deposit, would the deposit go ahead.

- 6.4. Deposits made in the period 1 April 2019 to 31 December 2019 totalled £1,147.255m. This is the cumulative deposits placed over this period. This is broken down per sector and institution in Table 3. 59.24% of these deposits were made in the UK Government through the Debt Management Office (DMO) deposit facility (46.63%) and Treasury-Bills (12.61%).
- 6.5. In order to manage their cash flow over the short term, local authorities, as part of normal treasury management activity, will place money on deposit with other local authorities. Deposits placed with other local authorities account for 34.07% of deposits with the remaining 6.69% placed in a call account with Bank of Scotland.
- 6.6. Deposits in the UK Government are considered to be the most secure and this is reflected in the low interest rate for deposits in the DMO.

Table 3 – Investment Activity 1 April 2019 to 31 December 2019

Counterparty	Deposit Totals (£m)	% of Total Deposits	Average Interest Rate
Deposits in UK Government			
Debt Management Account Deposit Facility	534.973	46.63%	0.50%
Treasury Bills	144.637	12.61%	0.67%
Total Deposits in UK Government	679.610	59.24%	0.54%
Deposits in UK Local Authorities	390.900	34.07%	0.74%
Deposits in UK Banks and Building Societies:			
Bank of Scotland	76.745	6.69%	0.65%
Total Deposits in UK Banks and Building Societies	76.745	6.69%	0.65%
Total Deposits 01/04/2019 to 31/12/2019	1,147.255	100.00%	0.61%

- 6.7. The average interest rates achieved from the deposits are shown in Table 3. As the base interest rate has been at, or below, 0.75% since March 2009, interest rates achievable from deposits during the first three quarters remained low.
- 6.8. Actual deposits as at 31 December 2019 totalled £170.850m.

7. Management of Risk

- 7.1. It is recognised that no Treasury Management activity is without risk and practices are put in place in order to limit risk. In February 2019, the Treasury Management Strategy was approved which set a framework for Treasury Management activities in 2019/2020 and limits on debt and investments in order to mitigate risks.
- 7.2. The Annual Investment Strategy for 2019/2020, approved in February 2019, also included details on how risk would be managed for all permitted investments. This included criteria for placing deposits with the Debt Management Office, UK Local Authorities, Banks and Building Societies and Money Market Funds.

- 7.3. Part of the criteria for counterparties is meeting minimum credit ratings with the three main rating agencies. A credit rating evaluates the credit worthiness of an organisation. It is an evaluation made by a credit rating agency of the organisation's ability to pay back the debt and the likelihood of default.
- 7.4. Tables 4 to 6 show a breakdown of deposits with details of the credit ratings of banks and building societies used from 1 April 2019 to 31 December 2019. Deposits with the DMO are with the UK Government and so have a rating equivalent to the UK's sovereign rating. Deposits with local authorities are considered to be of very high credit quality.

Table 4 – Fitch Ratings

Long Term Rating	Short Term Rating	Deposits Totals	Percentage of Total Deposits
Deposits with UK Government (AA)		679.610m	59.24%
Deposits with Local Authorities		390.900m	34.07%
A+	F1	76.745m	6.69%
Total		1,147.255m	100.00%

Table 5 – Moody's Ratings

Long Term Rating	Short Term Rating	Deposits Totals	Percentage of Total Deposits
Deposits with UK Government (Aa2)		679.610m	59.24%
Deposits with Local Authorities		390.900m	34.07%
Aa3	P-1	76.745m	6.69%
Total		1,147.255m	100.00%

Table 6 – Standard and Poor's Ratings

Long Term Rating	Short Term Rating	Deposits Totals	Percentage of Total Deposits
Deposits with UK Government (AA)		679.610m	59.24%
Deposits with Local Authorities		390.900m	34.07%
A+	A-1	76.745m	6.69%
Total		1,147.255m	100.00%

- 7.5. The tables above show that 93.31% of deposits were made with counterparties of very high credit quality (UK Government DMO account, T-Bills and other local authorities).
- 7.6. The remaining deposits were in a call account with Bank of Scotland.
- 7.7. The graph at Appendix 1 shows the duration of deposits made from 1 April 2019 to 31 December 2019. The graph shows that, since 1 April 2019, all deposits have been made for 1 year or less. The maximum maturity period of 298 days was for a deposit of £4.000m.

8. Next Quarter Investment Plans

- 8.1. The current investment framework will be continued in the next quarter. Deposits will continue to be placed with the institutions where their ratings are consistent with the Council's approved criteria. Deposits will also continue to be placed with the DMO and UK local authorities.
- 8.2. Treasury Bills will be used when they return a higher yield than deposits in the DMO for the same, very low risk.
- 8.3. Deposits may also be placed with selected Money Market Funds that meet the Council's approved criteria.
- 8.4. We will continue to work with our Treasury Management Advisers, Link, to ensure we gain all information available on counterparties before any deposits are made.

9. Treasury Management Indicators

- 9.1. The purpose of these indicators is to contain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of an adverse movement in interest rates. However, if these are set to restrictive limits, they will impair the opportunities to reduce costs/improve performance. The indicators are detailed in sections 9.2 to 9.5.
- 9.2. **Limits for External Debt:** The operational and authorised limits for external debt for 2019/2020 were set in the Prudential Indicators, Treasury Management Strategy and Annual Investment Strategy 2019/2020, approved by the Executive Committee on 27 February 2019. These are shown in Table 7, along with a column showing the difference between the actual debt level and the limits (headroom).

Table 7 – Limits for External Debt

	Estimate as per 2019/20 Strategy	Minimum Headroom to Limits in period	Headroom as at 31/12/19
	£m	£m	£m
Operational Limit for external debt	1,240.000	173.977	201.353
Authorised Limit for external debt	1,260.000	193.977	221.353

- 9.3. The indicator shows that we have not breached the operational and authorised limits to 31 December 2019. There has been a minimum level of headroom of £193.977m between actual and authorised level for external debt in the period to 31 December 2019.
- 9.4. **Limits on Maturity Structure:** By setting limits on the maturity structure of borrowing, the exposure to large concentrations of debt needing to be replaced at the same time in the future at currently unknown rates can be limited. This effectively places a limit on exposure to longer term interest rate movement. This is shown in Table 8.

Table 8 – Limits on Maturity Structure

Maturity Structure of Borrowing				
	Upper Limit	Lower Limit	Maximum for period to 31/12/19	Actuals as at 31/12/19
Under 12 months	25%	0%	2.87%	0.31%
12 months and 24 months	30%	0%	2.88%	2.88%
24 months and 5 years	50%	0%	10.26%	10.26%
5 years and 10 years	50%	0%	29.61%	29.61%
10 years and 20 years	60%	0%	23.02%	23.02%
20 years and 30 years	70%	0%	1.11%	1.11%
30 years and 40 years	80%	0%	32.81%	32.81%
40 years and 50 years	90%	0%	0.00%	0.00%
50 years and above	90%	0%	0.00%	0.00%

- 9.5. The indicator shows that the upper limits for all maturity profiles have not been breached to 31 December 2019.

10. Employee Implications

- 10.1. There are no employee implications.

11. Financial Implications

- 11.1. The current rate of interest receivable remains low.
- 11.2. Any deposit interest received offsets Loan Charges made to the Council's Revenue budget. The level of deposit interest factored into the Council's budget is minimal, therefore the low level of interest received will have no impact on existing budgets.
- 11.3. The costs of borrowing for capital expenditure have been built into the long-term Revenue Budget Strategy.

12. Climate Change, Sustainability and Environmental Implications

- 12.1. There are no implications for climate change, sustainability or the environment in terms of the information contained in this report.

13. Other Implications

- 13.1. Section 7 of this report provides details of how investment risk is managed.

14. Equality Impact Assessment and Consultation Arrangements

- 14.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required.
- 14.2. There is no requirement to carry out any consultation in terms of the information provided in this report.

Paul Manning

Executive Director (Finance and Corporate Resources)

31 December 2019

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent

Previous References

- ◆ Prudential Indicators, Treasury Management Strategy and Annual Investment Strategy 2019/2020, Executive Committee, 27 February 2019
- ◆ Treasury Management Activity – First Quarter Review, Finance and Corporate Resources Committee, 7 August 2019
- ◆ Treasury Management Activity – Second Quarter Review, Finance and Corporate Resources Committee, 11 December 2019

List of Background Papers

- ◆ None

Contact for Further Information

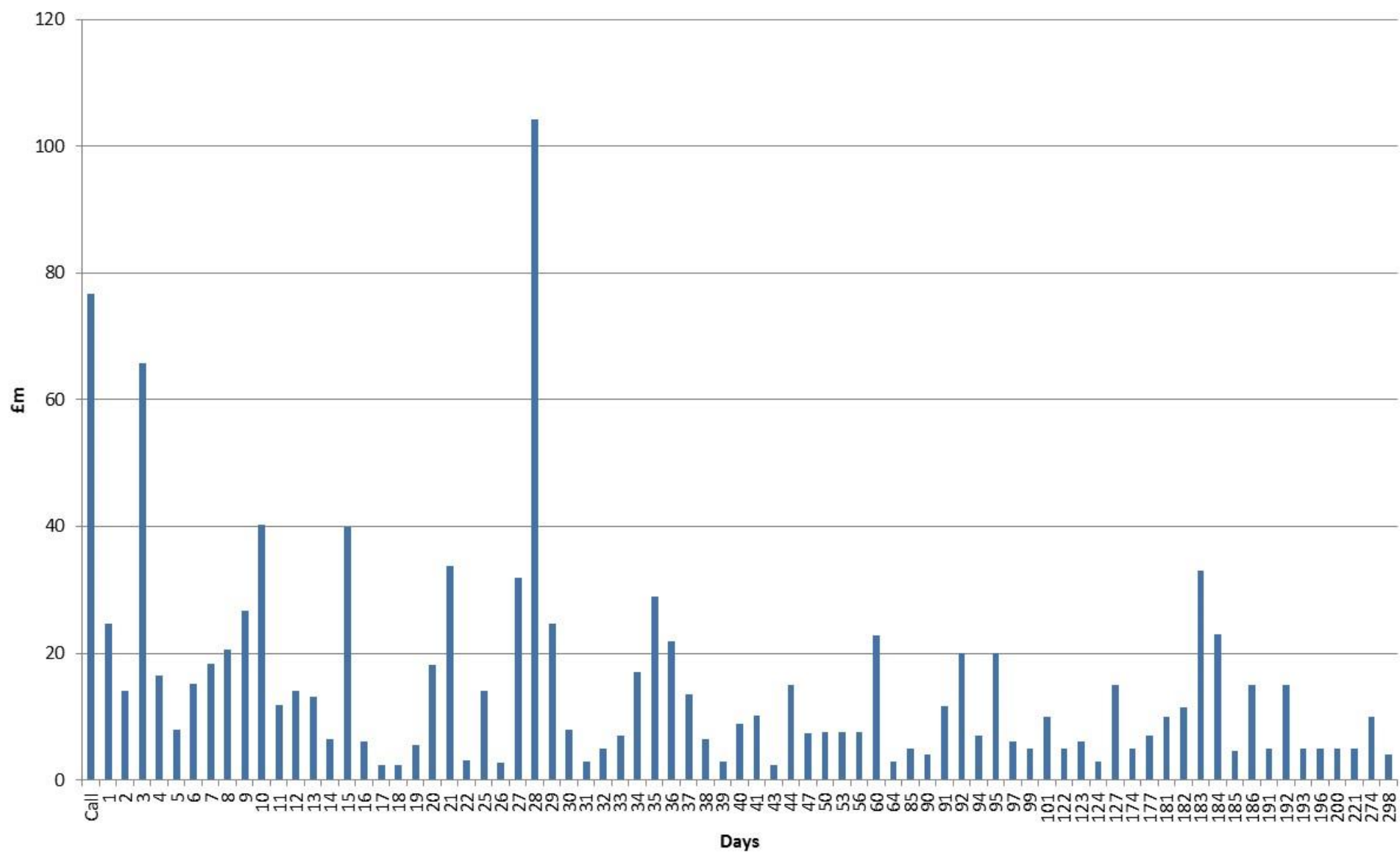
If you would like to inspect the background papers or want further information, please contact:-

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Maturity of Deposits Placed 1 April 2019 - 31 December 2019



Report

8

Report to: **Finance and Corporate Resources Committee**
 Date of Meeting: **4 March 2020**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Revenue Collection and Approval for Write Offs**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise Committee of Revenue Collection performance for financial year 2019/2020 to 31 January 2020
- ◆ advise Committee of performance in the Business Rates Incentivisation Scheme (BRIS) to date
- ◆ seek approval for write offs

2. Recommendation(s)

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

- (1) that performance in the collection of revenue be noted;
- (2) that performance against the BRIS target be noted; and
- (3) that write offs for the following be approved:-

◆ Council Tax	£100,310.91
◆ Non-Domestic Rates	£635,990.18
◆ BID Levy	£1,861.73
◆ Sundry Debt	£651,930.52
◆ Housing Rent and associated charges	£137,562.44

3. Background

3.1. Responsibility for the collection of Council Tax, Non-Domestic Rates (NDR) and Sundry Debt is the responsibility of Finance and Corporate Resources. This report and the attached appendix provide information on collection performance and proposals for write off.

4. Current Collection Performance

4.1. The first table in Appendix 1 presents the collection performance for Council Tax, NDR and Sundry Debts for financial year 2019/2020.

4.2. The annual Council Tax collection target for 2019/2020 has been set at 95.8%. Council Tax collection is currently 94.34%, behind target by 0.21% and behind comparable performance in 2018/2019 by 0.18%.

4.3. A collection target of 98.0% for NDR has been set for 2019/2020. NDR collection is currently 92.1%, ahead of target by 0.1% and ahead of comparable performance in 2018/2019 by 0.1%.

- 4.4. The 2019/2020 annual target for Sundry Debt collection has been set at 98.0%. Sundry Debt collection to 31 January 2020 was 97.9%, below target by 0.1%.

5. Arrears Collection Performance

- 5.1. Arrears collection performance for Council Tax, NDR and Sundry Debt is presented in the second table of Appendix 1.
- 5.2. The 2019/2020 arrears annual target for Council Tax has been set at £3.500m, with collection to 31 January 2020 of £2.887m, behind target by £0.049m (1.4%).
- 5.3. The 2019/2020 arrears target for NDR has been set at £2.800m, with collection to 31 January 2020 of £1.084m, behind target by £1.370m (48.9%). The low arrears collection is directly related to a lower value of additions made to the valuation roll by the Assessor in March 2019.
- 5.4. The 2019/2020 arrears target for Sundry Debt has been set at £8.991m, with collection to 31 January 2020 of £8.250m, behind target by £0.156m (1.7%).

6. Business Rates Incentivisation Scheme

- 6.1. The Business Rates Incentivisation Scheme (BRIS) is a Scottish Government initiative to incentivise growth of the local business tax base, with a view to increasing NDR income yields.
- 6.2. The Scottish Government sets annual targets for growth (buoyancy) and Councils who achieve their target retain 50% of the additional income generated.
- 6.3. The provisional annual buoyancy target for South Lanarkshire Council in 2019/2020 has been set by the Scottish Government at 1.0%. This is a measure of the increase in the total rateable value of the non-domestic properties on the Valuation Roll (including certain categories of public undertakings).
- 6.4. Performance against the BRIS target will be reported to Committee on a quarterly basis. Buoyancy for the third quarter, to the end of December 2019, was 1.69%.
- 6.5. The tax base has therefore already exceeded the provisional target by 0.69%, which may result in the securing of additional income under the Scheme.

7. Proposals for Write Off

- 7.1. Approval for write off of the following irrecoverable debts is requested from Committee. The Council has a statutory obligation to write off accounts where the debtor is deceased, sequestrated, in liquidation or the debt is prescribed.
- 7.2. The proposed write off of Council Tax accounts dating from 1993/1994 to 2019/2020 totals £100,310.91, relating mainly to prescribed debt, sequestrations and estates of the deceased.
- 7.3. The value of accounts currently marked for write off in the NDR system from rating years 2017/2018 to 2019/2020 totals £635,990.18. These debts are deemed to be irrecoverable because the debtor is in liquidation, has ceased trading or has been sequestrated.
- 7.4. Approval is sought for the write off of Business Improvement District (BID) Levies totalling £1,861.73, administered by the Council on behalf of the Hamilton, Carlisle and Lanark BID companies. There is no financial impact on the Council for these write offs.

- 7.5. Following consultation and agreement with Resources, the proposed write off of Sundry Debt totals £651,930.52.
- 7.6. Approval is sought for the write off of former tenant rent arrears of £89,529.58, factoring arrears of £130.23 and Housing Benefit Overpayments of £47,902.63.
- 7.7. A full list of all debts proposed for write off is held by the Executive Director (Finance and Corporate Resources).
- 8. Employee Implications**
- 8.1. None.
- 9. Financial Implications**
- 9.1. Provision has been made for the financial impact of all write offs.
- 10. Climate Change, Sustainability and Environmental Implications**
- 10.2. There are no Climate Change, Sustainability and Environmental Implications arising from the information presented in this report.
- 11. Other Implications**
- 11.1. The main risk associated with the Council's revenue collection is a failure to monitor collection rates and take effective corrective action where required, resulting in a significant reduction in collection performance and Council funding. The risk is managed through monthly performance reporting and review of performance at monthly Senior Management Meetings.
- 12. Equalities Impact Assessment and Consultation Arrangements**
- 12.1. There is no requirement to carry out an impact assessment in terms of the proposals within this report.
- 12.2. There is no requirement to undertake any consultation in relation to the content of this report.

Paul Manning
Executive Director (Finance and Corporate Resources)

12 February 2020

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent
- ◆ Ambitious, self-aware and improving

Previous References

- ◆ Finance and Corporate Resources Committee - 11 December 2019

List of Background Papers

- ◆ System Reports from Council Tax, Non-Domestic Rates, Sundry Debt and Academy Housing

Contact for Further Information

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

Craig Fergusson, Head of Finance (Transactions)

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E-mail: craig.fergusson@southlanarkshire.gov.uk

SOUTH LANARKSHIRE COUNCIL
REVENUES COLLECTION
FOR PERIOD ENDING 31 JANUARY 2020

	Annual Cash Budget £000's	Budget Target to 31/01/20 £000's	Actual to 31/01/20 £000's	Variance to 31/01/20 £000's		% Variance to annual budget	Notes
FINANCIAL YEAR 2019/2020							
Council Tax	132,977	131,228	130,946	(282)	under	-0.21%	
Non-Domestic Rates	341,032	320,153	320,529	377	over	0.1%	
Sundry Debt	101,632	101,632	101,579	(53)	under	-0.1%	
ARREARS							
Council Tax	3,500	2,936	2,887	(49)	under	-1.4%	
Non-Domestic Rates	2,800	2,454	1,084	(1,370)	under	-48.9%	
Sundry Debt	8,991	8,406	8,250	(156)	under	-1.7%	

Report

9

Report to: **Finance and Corporate Resources Committee**
 Date of Meeting: **4 March 2020**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Scottish Social Security Update**

1. Purpose of Report

1.1. The purpose of the report is to: -

- ◆ update Committee on progress made to date by the Scottish Government in implementing its social security programme

2. Recommendation(s)

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

- (1) that the contents of the report be noted; and
- (2) that a further report will be provided to the Committee to update on the delivery of phase 2 of the benefits roll out and the support services being provided locally.

3. Background

- 3.1. The Scotland Act 2016 devolved 11 social security benefits and gave the Scottish Government the power to create new benefits and top up existing benefits. Once fully implemented, it is estimated that £3.5 billion of social security assistance payments will be made to 1.4 million people.
- 3.2. The Scottish Government has established a new social security agency, 'Social Security Scotland', to deliver the devolved benefits commitments, with the agency becoming operational on 1 September 2018.
- 3.3. Audit Scotland published a report 'Social Security – Implementing the Devolved Powers' in May 2019. This second report from Audit Scotland focuses on what the Scottish Government has delivered to date, how well it has been delivered and the extent to which the Scottish Government is well placed to deliver the remaining devolved benefits. A previous report from Audit Scotland published in March 2018 entitled 'Managing the Implementation of the Scotland Acts' examined the early progress of Scottish Government in planning for the implementation of the social security powers.

4. Delivery and Implementation

- 4.1. The Scottish Government has made several commitments on how Social Security is to be delivered in Scotland including having a strong focus on active promotion to encourage uptake and a strong local presence of agency staff within the community. Once fully operational, this will involve around 400 officers across Scotland

supported by centralised administrative functions with 1,500 staff to be employed across the organisation. As well as face to face, other methods of service delivery will be on-line and telephony.

- 4.2. The Scottish Government has taken a phased approach to the implementation and delivery of the new benefits with the safe and secure delivery a clear priority.
- 4.3. The focus has been on first implementing the benefits that have smaller caseloads, involve one-off payments and do not need medical or physical assessments. The first wave of benefits introduced by mid-2019 included the Carer's Allowance Supplement (CAS), Best Start Grant (BSG) and Funeral Expense Assistance (FEA).
- 4.4. Delivery of the second wave of benefits including disability benefits is scheduled to commence in April 2020 and complete by the end of 2021. An up to date timeline for the delivery of the devolved benefits is provided in Appendix 1.
- 4.5. Implementing the second wave of benefits will be challenging as the complexity and amount of work increases further. In particular, the Scottish Government faces significant challenges, ensuring it has the policies, processes, systems, people and skills it needs to scale up and deliver the more complex and high risk benefits which will account for around 98% of the expected annual expenditure of the agency once all benefits are implemented.

5. Progress To Date

- 5.1. Social Security Scotland have had a presence in the Council Office at Brandon Gate, Hamilton from October 2019 and this will form their base for South Lanarkshire.
- 5.2. Across Scotland the agency has recruited 19 Local Delivery Relationship Leads covering the 32 local authority areas, supported by 32 Team Leaders and 68 Client Support Advisers. In South Lanarkshire, 1 Local Delivery Relationship Lead, 1 Team Leader and 2 Client Support Advisers are now in post. There is currently a recruitment exercise for additional Client Support Advisers in all areas, including South Lanarkshire. The face to face service is scheduled to commence in Summer 2020 and is initially expected to take the form of an outreach and visiting service. The service will be in place for the Disability Assistance coming on stream, offering claim and pre-claim support.
- 5.3. Engagement with council services continues to take place to ensure sufficient levels of awareness exist. For example, a briefing session on the operation of the Scottish Welfare Fund was provided to local agency staff in February 2020.
- 5.4. A further update report will be provided to the Committee as the Scottish Government's plans develop. It is expected that this report will advise on the roll out of further benefits, the level of service being provided locally and the engagement with other council services.

6. Employee Implications

- 6.1 None.

7. Financial Implications

- 7.1. None.

8. Climate Change, Sustainability and Environmental Implications

- 8.1. There are no Climate Change, Sustainability and Environmental Implications arising from the information presented in this report.

9. Other Implications

- 9.1. There is a risk that the roll out of services by the new agency is performed without knowledge and awareness of council services. To mitigate this risk, the local service delivery manager is a member of the Council's Welfare Reform Group and has regular engagement with service managers outwith the group.

10. Equality Impact Assessment and Consultation Arrangements

- 10.1 This report does not introduce any new policy, function or strategy or recommend a change to an existing policy, function or strategy; therefore, no impact assessment is required.
- 10.2. There is no requirement to undertake any consultation in relation to the content of this report.

Paul Manning

Executive Director (Finance and Corporate Resources)

12 February 2020

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent

Previous References

- ◆ Finance and Corporate Resources Committee - 28 November 2018

List of Background Papers

- ◆ None

Contact for Further Information

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

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Scottish Social Security Devolved Benefits

Devolved Benefit	Timescale	Expenditure (£m)	Recipients
Phase 1			
Carer's Allowance Supplement (existing reserved benefit)	Implemented	33	77,620
Best Start Grant (BSG): Pregnancy and Baby Payment	Implemented	2.7	7,000
BSG Early Learning Payment	Implemented	3.7	15,000
BSG school-age payment	Implemented	3.2	13,000
Funeral Expense Assistance	Implemented	6.2	4,400
Best Start Foods	Implemented	4.5	No forecast
Young Carer Grant	Implemented	<£0.5m	1,700
Phase 2			
Industrial Injuries Disablement Benefit	April 2020	87	30,000
Severe Disablement Benefit Allowance	April 2020	10	3,000
Disability Assistance for Children & Young People	Summer 2020	183	40,000
Disability Assistance for Older People	End of 2020	869	198,000
Disability Assistance for Working Age People	Early 2021	1,575	281,000
Carer's Assistance	From 2021	283	82,000
Winter Heating Assistance – Older People	Winter 2021	172	996,000
Cold Spell Heating Assistance	Winter 2021	14	548,000