



Council Offices, Almada Street  
Hamilton, ML3 0AA

Tuesday, 27 February 2024

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, 06 March 2024

**Time:** 14:00

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

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

Yours sincerely

**Paul Manning**  
**Chief Executive**

### **Members**

Lesley McDonald (Chair), Walter Brogan (Depute Chair), Celine Handibode (Depute Chair), Joe Fagan (ex officio), Alex Allison, Mathew Buchanan, Andy Carmichael, Maureen Chalmers, Margaret Cooper, Andrea Cowan, Maureen Devlin, Mary Donnelly, Grant Ferguson, Gladys Ferguson-Miller, Graeme Horne, Martin Hose, Katy Loudon, Hugh Macdonald, Catherine McClymont, Elaine McDougall, Mark McGeever, Richard Nelson, Mo Razzaq, John Ross, Graham Scott, Kirsty Williams

### **Substitutes**

John Bradley, Archie Buchanan, Colin Dewar, Ross Gowland, Gavin Keatt, Susan Kerr, Ross Lambie, Martin Lennon, Richard Lockhart, Carol Nugent, Norman Rae, David Watson

## BUSINESS

### 1 Declaration of Interests

### 2 Minutes of Previous Meeting 5 - 14

Minutes of the meeting of Finance and Corporate Resources held on 6 December 2023 submitted for approval as a correct record. (Copy attached)

### 3 Minutes of Appeals Panel 15 - 28

Minutes of the meeting of the Appeals Panel held on 30 November and 20 December 2023, 17, 22, 23 and 30 January and 8 February 2024 submitted for approval as a correct record. (Copy attached)

### 4 Minutes of Recruitment Committee 29 - 30

Minutes of the meeting of the Recruitment committee held on 29 November 2023 submitted for approval as a correct record. (Copy attached)

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#### Monitoring Item(s)

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### 5 Revenue Budget Monitoring 2023/2024 – Finance and Corporate Resources 31 - 40

Report dated 15 January 2024 by the Head of Finance (Strategy). (Copy attached)

### 6 Capital Budget Monitoring 2023/2024 - Finance and Corporate Resources 41 - 44

Report dated 14 February 2024 by Head of Finance (Strategy). (Copy attached)

### 7 Finance and Corporate Resources - Workforce Monitoring - October to December 2023 45 - 52

Report dated 1 February 2024 by the Chief Executive. (Copy attached)

### 8 Council-wide Workforce Monitoring – October to December 2023 53 - 74

Report dated 1 February by the Chief Executive. (Copy attached)

### 9 Treasury Management Activity - Quarter 3 75 - 82

Report dated 9 February 2024 by Head of Finance (Strategy). (Copy attached)

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#### Item(s) for Decision

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### 10 Revenue Collection and Approval for Write Offs 83 - 88

Report dated 16 February 2024 by the Chief Executive. (Copy attached)

### 11 Communications and Strategy Services 89 - 92

Report dated 14 February 2024 by the Chief Executive. (Copy attached)

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#### Item(s) for Noting

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### 12 Finance and Corporate Resource Plan - Quarter 2 Progress Report 2023/2024 93 - 106

Report dated 6 February 2024 by the Chief Executive. (Copy attached)

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## **Urgent Business**

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### **13 Urgent Business**

Any other items of business which the Chair decides are urgent.

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

Clerk Name:	Carol Lyon
Clerk Telephone:	07385370065
Clerk Email:	carol.lyon@southlanarkshire.gov.uk



## FINANCE AND CORPORATE RESOURCES COMMITTEE

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Minutes of meeting held via Confero and in Committee Room 1, Council Offices, Almada Street, Hamilton on 6 December 2023

### **Chair:**

Councillor Lesley McDonald

### **Councillors Present:**

Councillor Alex Allison, Councillor Walter Brogan (Depute), Councillor Mathew Buchanan, Councillor Andy Carmichael, Councillor Maureen Chalmers, Councillor Andrea Cowan, Councillor Maureen Devlin, Councillor Colin Dewar (*substitute for Councillor Mary Donnelly*), Councillor Joe Fagan (ex-officio), Councillor Grant Ferguson, Councillor Gladys Ferguson-Miller, Councillor Graeme Horne, Councillor Richard Lockhart (*substitute for Councillor Martin Hose*), Councillor Katy Loudon, Councillor Catherine McClymont, Councillor Elaine McDougall, Councillor Richard Nelson, Councillor John Ross, Councillor Graham Scott, Councillor Kirsty Williams

### **Councillors' Apologies:**

Councillor Margaret Cooper, Councillor Mary Donnelly, Councillor Celine Handibode, Councillor Martin Hose, Councillor Hugh Macdonald, Councillor Mark McGeever, Councillor Mo Razzaq

### **Finance and Corporate Resources**

C Fergusson, Head of Finance (Transactions); M Husband, Head of IT Services; S Jessup, Administration Assistant; T Little, Head of Communications and Strategy; C Lyon, Administration Officer; G McCann, Head of Administration and Legal Services; M Milne, Head of Personnel Services; J Taylor, Head of Finance (Strategy)

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## **1 Declaration of Interests**

No interests were declared.

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## **2 Minutes of Previous Meeting**

The minutes of the meeting of the Finance and Corporate Resources Committee held on 27 September 2023 were submitted for approval as a correct record.

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

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## **3 Minutes of the Appeals Panel**

The minutes of the meetings of the Appeals Panel held on 26 September and 9 November 2023 were submitted for approval as a correct record.

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

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## **4 Minutes of Recruitment Committee**

The minutes of the meeting of the Recruitment Committee held on 30 October 2023 were submitted for approval as a correct record.

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

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## **5 Revenue Budget Monitoring 2023/2024 – Finance and Corporate Resources**

A report dated 19 October 2023 by the Executive Director (Finance and Corporate Resources) was submitted comparing the actual expenditure for the period 1 April to 6 October 2023 for Finance and Corporate Resources.

As at 6 October 2023, there was a breakeven position against the phased budget, detailed in Appendix A to the report.

The forecast to 31 March 2024 was a breakeven position.

Virements were proposed to realign budgets and those movements were detailed in the appendices to the report

### **The Committee decided:**

- (1) that the breakeven position, as detailed in Appendix A of the report, be noted;
- (2) that the forecast to 31 March 2024 of breakeven be noted; and
- (3) that the proposed budget virements, as detailed in the appendices to the report, be approved.

*[Reference: Minutes of 27 September 2023 (Paragraph 4)]*

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## **6 Capital Budget Monitoring 2023/2024 - Finance and Corporate Resources**

A report dated 16 November 2023 by the Executive Director (Finance and Corporate Resources) was submitted advising of progress on Finance and Corporate Resources' capital programme for 2023/2024 and summarising the expenditure position at 6 October 2023.

The Finance and Corporate Resources' capital programme for 2023/2024 was £5.333 million. Anticipated spend to date was £1.471 million and spend to 6 October 2023 totalled £1.419 million. This represented an underspend of £0.052 million, mainly due to timing.

**The Committee decided:** that the Finance and Corporate Resources' capital programme of £5.333 million, and expenditure to date of £1.419 million, be noted.

*[Reference: Minutes of 27 September 2023 (Paragraph 5)]*

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## **7 Finance and Corporate Resources – Workforce Monitoring – August and September 2023**

A report dated 26 October 2023 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 2023:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ staffing watch as at 9 September 2023

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

*[Reference: Minutes of 27 September 2023 (Paragraph 6)]*

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## **8 Council-wide Workforce Monitoring – August and September 2023**

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A report dated 26 October 2023 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period August and September 2023:-

- ♦ 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 9 September 2023

Officers responded to a member's questions on various aspects of the report.

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

*[Reference: Minutes of 27 September 2023 (Paragraph 7)]*

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## **9 Treasury Management Activity – 2023/2024 Second Quarter Review**

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A report dated 15 November 2023 by the Executive Director (Finance and Corporate Resources) was submitted on the second quarter review of Treasury Management activity for 2023/2024.

Details were given on:-

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

Officers responded to a member's question on the report.

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

*[Reference: Minutes of South Lanarkshire Council of 27 September 2023 (Paragraph 8)]*

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## **10 Non-Domestic Rates – Empty Property Relief**

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A report dated 17 November 2023 by the Executive Director (Finance and Corporate Resources) was submitted on the proposed changes to the Council's Non-Domestic Rates Empty Property Relief (EPR) policy.

Non-domestic Rates were a tax on non-domestic properties to help fund essential council services. EPR provided certain rates relief on unoccupied non-domestic properties and, prior to 2023, the scheme was operated at a national level, which was mandatory and fully funded by the Scottish Government through the Local Government Financial Settlement.

EPR was devolved from the Scottish Government to local authorities from 1 April 2023, following the repeal of Section 24 of the Local Government (Scotland) Act 1966. This included the transfer of £105 million annually across all councils, fixed until the next revaluation in 2026. The Council's annual allocation from 2023/2024 onwards was £2.183 million. Each council now had autonomy to design their own scheme to best meet their needs.

On 1 March 2023, the Executive Committee had approved the Council's policy on EPR for implementation from 1 April 2023. The policy mirrored the previous legislation due to the short time frame given to consider potential changes and uncertainty of the impacts of the 2023 non-domestic rates revaluation. A commitment was given to review the policy and report back to the Finance and Corporate Resources Committee during 2023/2024 with any proposed changes to the policy.

The current criteria for awarding EPR was detailed in the report. Recent analysis highlighted that there were currently 478 empty properties in South Lanarkshire, with the Council being the ratepayer for 98 of those properties. Of the current empty properties, 347 (73%) had been empty for more than 12 months, with 61 belonging to the Council.

EPR of £1.721 million had been awarded in 2022/2023. The current projection for 2023/2024 was £2.820 million, which represented a significant overspend on the budget of £2.183 million due to East Kilbride Shopping Centre entering administration in November 2022. Any overspend would require to be funded by the Council, although discussions had commenced with COSLA and the Scottish Government regarding any scope for additional funding to mitigate the financial impact of this.

It was proposed that the Council revise the EPR policy to promote the occupation of empty properties and deliver the economic and social benefits in South Lanarkshire as well as to reduce the cost to the Council during a period of significant financial pressure.

Re-occupation of properties would stimulate economic growth and provide improved employment opportunities, increased spend in local business and a decreased risk of vandalism and anti-social behaviour. The proposed policy also looked to address issues of equity within the existing system by continuing to provide relief to empty property ratepayers but incentivising re-occupation by ending open ended exemptions and reliefs for most empty properties, with a 12 month time limit placed on any such award instead.

The proposed policy also removed the favourable empty relief terms offered to industrial categorised properties. They would now receive the same EPR as commercial properties, restricted for 12 months. It also proposed that the 100% indefinite relief currently provided to listed buildings be replaced with 50% relief in the first 3 months, followed by 10% relief for 9 months. This would align with the proposed relief for commercial industrial properties and incentivise owners of listed buildings to bring them back into use.

The duty on business owners to apply for relief timeously and ensure they received accurate bills was also reflected in the new policy. It was proposed that backdating EPR be restricted to the current financial year as opposed to the current policy, where backdating could be awarded up to the preceding 6 financial years.

Implementation of the new policy would commence from 1 April 2024 for all empty properties. For existing ratepayers affected by the policy change, entitlement would be dependent on how long the property had been empty.

It was proposed that a full review of the new policy be undertaken in 2027/2028 but would be carried out sooner if required.



A comparison of the proposed EPR policy with the existing policy, including the justification for the proposed changes, was detailed in Appendix 1 to the report, with the full policy attached at Appendix 3.

**The Committee recommended to the Executive Committee:** that the revised EPR Policy, to be adopted by the Council from 1 April 2024, as outlined at section 5 of the report and detailed in Appendix 3 to the report, be approved.

*[Reference: Minutes of the Executive Committee of 1 March 2023 (Paragraph 12)]*

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## 11 Revenue Collection and Approval of Write-Offs

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A report dated 17 November 2023 by the Executive Director (Finance and Corporate Resources) was submitted on:-

- ◆ collection performance for the financial year 2023/2024 to 31 October 2023 on revenue 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, BID levy, sundry debt and Housing Rent and associated charges

Details were provided on current collection targets. The Council was ahead of target but behind comparable performance from 2022/2023 in respect of Council Tax, non-domestic rates and sundry debt.

In terms of arrears collection targets, the Council was ahead of target but behind comparable performance from 2022/2023 in respect of Council Tax and non-domestic rates. In respect of sundry debt, the Council was ahead of target and equal to comparable performance in 2022/2023.

As previously advised to Committee, the BRIS scheme had been suspended for 2020/2021, 2021/2022 and 2022/2023 due to the impact of COVID-19. Further guidance and information was awaited from the Scottish Government with regards to reinstatement in 2023/2024, however, performance against the BRIS target continued to be closely monitored.

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

- ◆ irrecoverable Council Tax accounts from 1993/1994 to 2023/2024 (including bulk write-off for 1997/1998) to the value of £1,845,581.52 relating primarily to prescribed debt, sequestrations and estates of the deceased
- ◆ irrecoverable non-domestic rates from 2021/2022 to 2023/2024 to the value of £237,386.31 relating primarily to debtors in liquidation, those who had ceased trading or had been sequestrated
- ◆ Business Improvement District (BID) levies totalling £1,818.76 administered by the Council on behalf of Hamilton, Carlisle and Lanark BID companies
- ◆ sundry debts to a value of £174,223.76
- ◆ former tenant rent arrears totalling £1,917,322.65 (including bulk write-off for 2017/2018) and factoring arrears of £1,709.83
- ◆ school meal debt totalling £7,309.25

**The Committee decided:**

- (1) that the Council's performance in the collection of revenues be noted;
- (2) that the current position in respect of the Business Rates Incentivisation Scheme be noted; and

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

- ◆ Council Tax debt from 1993/1994 to 2023/2024 to the value of £1,845,581.52
- ◆ Non Domestic Rates from 2021/2022 to 2023/2024 totalling £237,386.31
- ◆ BID levies totalling £1,818.76
- ◆ sundry debts to a value of £174,223.76
- ◆ house rent and associated charges totalling £1,919,032.48
- ◆ school meal debt totalling £7,309.25

*[Reference: Minutes of 27 September 2023 (Paragraph 10)]*

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## **12 Notification of Contracts Awarded 1 April to 30 September 2023 and Proposed Contract Award for Routes to Work South**

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A report dated 1 November 2023 by the Executive Director (Finance and Corporate Resources) was submitted on the notification of contracts awarded from 1 April 2023 to 30 September 2023 and the proposed award of contract to Routes to Work South (RTWS) for 2023/2024.

In terms of Standing Order Nos 21.8 and 22.5 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.

Standing Order No 3.7 of the Council's Standing Orders on Contracts, required committee authority to be obtained for the award of contract using the "Teckal" exemption.

A "Teckal" exemption was a legal exemption to the public procurement rules where a public authority did not have to tender a public contract and the contract could be awarded directly by the Council to a separate legal entity, in this case RTWS, subject to certain requirements being met.

RTWS was a registered company in Scotland with charitable status that delivered a range of employability programmes, supporting unemployed residents into further education, training and employment on behalf of the Council. RTWS was established in 2001 and the Council was the sole member of the company.

Authorisation was sought for the award of contract reference SLC/FC/23/065 to RTWS for a total value of £2,063,000, as detailed in the report.

The costs of the RTWS programmes, as detailed in the report, for 2023/2024 were met entirely by the Council's externally funded employability grants.

Following a member's suggestion that it would be helpful if the value of any extension to a contract was included in the report, the Head of Finance (Transactions) agreed to look at this and respond to the member.

### **The Committee decided:**

- (1) that details of the contracts awarded from 1 April to 30 September 2023 be noted; and
- (2) that the contract award to Routes to Work South (RTWS) be approved.

*[Reference: Minutes of 28 June 2023 (Paragraph 13)]*

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### **13 Early Retirement Voluntary Severance and Switch 2**

A report dated 10 November 2023 by the Executive Director (Finance and Corporate Resources) was submitted on the activity related to early retirements, voluntary severances, re-employment of early retirees and re-deployments during period 1 April to 30 September 2023.

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

*[Reference: Minutes of 3 May 2023 (Paragraph 15)]*

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### **14 Common Good Update**

A report dated 15 November 2023 by the Executive Director (Finance and Corporate Resources) was submitted on:-

- ♦ the Common Good accounts for the year ended 31 March 2023
- ♦ the cyclical spend committed against the Common Good repairs and maintenance budgets for both Lanark and Hamilton

The Common Good funds held within South Lanarkshire Council were Lanark, Biggar, Hamilton and Rutherglen. The Common Good accounts for 2022/2023 were detailed in Appendix 1 to the report and showed that, at the year end, the Common Good balance invested in the Council's Loan Fund was £0.881 million.

The Common Good accounts in Lanark and Hamilton held a number of properties. On 2 October 2013, this Committee had approved an annual cyclical maintenance plan of £15,000 for both Lanark and Hamilton Common good properties. If inspections highlighted requirements to undertake investment which would be beyond routine maintenance, this would be considered separately for approval and would be the subject of a report to this Committee.

On 19 February 2008, the Finance and Information Technology Committee approved an annual contribution of up to £2,500 to be made towards the cost of maintaining St Nicholas Church Tower, Lanark. Refurbishment works to the Tower were carried out between 2009 and 2012 to a specification agreed with Historic Environment Scotland (HES). The redecoration schedule for exterior paint work was between 2 and 5 years and the steeple was redecorated in 2016. After completion of this, the steeple was programmed to receive an annual wash down to be implemented following the expiry of the guarantee period.

The first annual wash down was carried out in May 2018. However, in 2019 and 2020, tender exercises had been unsuccessful either due to lack of market interest or the quotes not representing value for money.

As the church and tower were now beyond the recommended 5 year redecoration schedule, it was intended to seek fresh advice from a Conservation Accredited Architect to identify the areas requiring repair to both the church and the steeple. Due to the past difficulties, it was now intended to look at options for protecting the building in a more effective and economic way, with the aim of working jointly with the church to find a longer-term solution that would eliminate the need for an annual wash down.

As the annual budget earmarked for the annual wash down had not been utilised in recent years, it would be used to cover the architect's costs, estimated at around £5,000. The outcome of this work would be brought back to Committee as appropriate.

The report provided an update in relation to the following:-

- ◆ current expenditure and commitments in relation to the Lanark and Hamilton Common Good repairs and maintenance budgets for 2022/2023
- ◆ the use of the earmarked budget for St Nicholas Church, Lanark

Officers responded to members' questions on various aspects of the report.

**The Committee decided:**

- (1) that the accounts for Common Good for the year ended 31 March 2023 be noted;
- (2) that the cyclical spend committed against the Common Good Repairs and Maintenance budgets for Lanark and Hamilton be noted; and
- (3) that the use of the earmarked budget for St Nicholas Church Tower, Lanark Common Good, be noted.

*[Reference: Minutes of 7 September 2022 (Paragraph 15)]*

*Councillor Nelson left the meeting during consideration of the above item of business*

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## **15 Update of the Finance and Corporate Resources Risk Register and Risk Control Plan**

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A report dated 24 October 2023 by the Executive Director (Finance and Corporate Resources) was submitted on the Risk Register and Risk Control Actions for Finance and Corporate Resources.

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

The Resource scored the risks in accordance with the Council scoring mechanism based on likelihood and impact. This had resulted in risks being scored between 1 to 25 (low to very high). Risks were scored on their inherent risk (risk if nothing was done) and their residual risk (risk after applying controls).

The Risk Register had been developed and was monitored on an ongoing basis to add any new risks and review the scores of existing risks. The main changes to the Finance and Corporate Resources' risk profile from last year were:-

- ◆ 6 new risks being reported
- ◆ 3 risks had increased from medium to high
- ◆ 1 risk moved from being very high to high - "The Council was materially affected by the implications arising from the National Care Service Bill"

Risks scored 15 to 25 were considered very high and risks scored 8 to 12 were considered high risks. The top risks identified for the Resource were detailed in Appendix 1 to the report.

Appendix 2 provided a comparison of risk scores for 2022 and 2023 and also detailed changes in risk descriptions.

1 risk control action was due for delivery between April and September 2023 and had been completed on time.

12 actions were due for completion during 2022/2023 and 7 had been completed, with the other 5 carried forward.

There were currently 8 risk actions due for completion during the remainder of 2023/2024, with a further 1 action due to be completed in 2024/2025. Outstanding actions to mitigate the risks would be progressed by relevant officers.

Within Finance and Corporate Resources, 4 partnerships had been identified, of which the Community Planning Partnership (CPP) had been assessed as high risk and the remaining 3 partnerships had been assessed as low risk.

Appropriate risk management arrangements were in place for the CPP, with regular reports on its risk register and action plan presented to the CPP Board.

Officers responded to members' questions on various aspects of the report.

Following discussion, the Head of IT Services, in response to a member's question on what mitigations were in place in terms of infrastructure, advised that the report only included examples, however, he was happy to provide a summary of controls and mitigations in place. In respect of legacy systems, he further confirmed that all systems were treated equally and had a resilience plan assigned.

**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 16 November 2022 (Paragraph 13)]*

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## **16 Safety at Sports Grounds Issue of Special Safety Certificate for Fireworks Event at ZLX Stadium**

A report dated 6 November 2023 by the Executive Director (Finance and Corporate Resources) was submitted on action taken, in terms of Standing Order No 37(c) in view of the timescales involved, by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, to issue a special safety certificate for the North and West Stands, Hamilton Academical Football Club, ZLX Stadium, Cadzow Avenue, Hamilton for the purpose of holding a fireworks event on 5 November 2023.

An application for a Special Safety Certificate had been received from HAFC Stadium Limited to hold a fireworks event on 5 November 2023. As the certificate was required to be issued prior to the event, the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, approved the issue of the Special Safety Certificate, subject to the completion of a satisfactory site inspection.

A site inspection, attended by representatives of South Lanarkshire Sports Grounds Safety Advisory Group, had subsequently taken place on 5 November 2023. Representatives were satisfied with the event arrangements and the Special Safety Certificate had been issued prior to the admission of spectators.

**The Committee decided:** that the action taken, in terms of Standing Order No 37(c), by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, to issue a special safety certificate for the North and West Stands, Hamilton Academical Football Club, ZLX Stadium, Cadzow Avenue, Hamilton, for the purpose of holding a fireworks event on 5 November 2023 be noted.

*[Reference: Minutes of 27 September 2023 (Paragraph 14)]*

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## **17 Urgent Business**

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There were no items of urgent business.

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## **Chair's Closing Remarks**

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The Chair referred to Paul Manning's promotion from Executive Director (Finance and Corporate Resources) to Chief Executive. The Chair, on behalf of the members of the Committee, thanked him for his valuable contribution, assistance and advice to the Committee over the years.

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

## APPEALS PANEL

Minutes of meeting held in in Committee Room 2, Council Offices, Almada Street, Hamilton on 30 November 2023

**Chair:**

Councillor Celine Handibode

**Councillors Present:**

Councillor Alex Allison, Councillor Margaret Cowie

**Attending:**

**Finance and Corporate Resources**

H Calley, Administration Officer; E Maxwell, HR Business Manager

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### 1 Declaration of Interests

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No interests were declared.

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### 2 Urgent Business

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There were no items of urgent business.

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### 3 Exclusion of Press and Public

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**The Panel decided:**

that, in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, the press and public be excluded from the meeting for the next item of business on the grounds that it was likely that there would be disclosure of exempt information in terms of Paragraph 1 of Part I of Schedule 7A of the Act.

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### 4 Appeal Against Dismissal

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The Panel considered an appeal (Ref 8/23) by an employee against their dismissal.

The appellant was present and represented themselves. The Council was represented by a Personnel Adviser and called 2 witnesses. All parties were heard in relation to the appeal and then withdrew from the meeting.

**The Panel decided:**

that the grounds of the appeal had not been substantiated and the appeal be not upheld.





## APPEALS PANEL

Minutes of meeting held in Committee Room 2, Council Offices, Almada Street, Hamilton on 20 December 2023

**Chair:**

Councillor Lesley McDonald

**Councillors Present:**

Councillor Colin Dewar, Councillor Bert Thomson

**Attending:**

**Finance and Corporate Resources**

P MacRae, Administration Adviser; G Robertson, Personnel Adviser

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### 1 Declaration of Interests

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No interests were declared.

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### 2 Urgent Business

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There were no items of urgent business.

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### 3 Exclusion of Press and Public

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**The Panel decided:**

that, in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, the press and public be excluded from the meeting for the next item of business on the grounds that it was likely that there would be disclosure of exempt information in terms of Paragraph 1 of Part I of Schedule 7A of the Act.

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### 4 Appeal Against Dismissal

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The Panel considered an appeal (Ref 7/23) by an employee against their dismissal.

The appellant was present and represented by a trade union representative. The Council was represented by a Personnel Adviser. The Council called a witness and the appellant's representative called the appellant. All parties were heard in relation to the appeal and then withdrew from the meeting.

**The Panel decided:**

that the grounds of the appeal had not been substantiated and the appeal be not upheld.



## APPEALS PANEL

Minutes of meeting held in Committee Room 2, Council Offices, Almada Street, Hamilton on 17 January 2024

**Chair:**

Councillor Celine Handibode

**Councillors Present:**

Councillor Mathew Buchanan, Councillor Graeme Horne

**Attending:**

**Finance and Corporate Resources**

H Calley, Administration Officer; G Robertson, Personnel Adviser

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### 1 Declaration of Interests

No interests were declared.

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### 2 Urgent Business

There were no items of urgent business.

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### 3 Exclusion of Press and Public

**The Panel decided:**

that, in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, the press and public be excluded from the meeting for the next item of business on the grounds that it was likely that there would be disclosure of exempt information in terms of Paragraph 1 of Part I of Schedule 7A of the Act.

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### 4 Appeal Against Dismissal

The Panel considered an appeal (Ref 9/23) by an employee against their dismissal.

The appellant was present and represented by a trade union representative. The Council was represented by a Personnel Adviser. The Council called a witness and the appellant's representative called the appellant. All parties were heard in relation to the appeal and then withdrew from the meeting.

**The Panel decided:**

that the grounds of the appeal had not been substantiated and the appeal be not upheld.



## APPEALS PANEL

Minutes of meeting held in in Committee Room 2, Council Offices, Almada Street, Hamilton and via MS Teams on 22 January 2024

**Chair:**

Councillor Lesley McDonald

**Councillors Present:**

Councillor Ross Gowland, Councillor Cal Johnston-Dempsey

**Attending:**

**Finance and Corporate Resources**

H Calley, Administration Officer; E Maxwell, HR Business Manager

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### 1 Declaration of Interests

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No interests were declared.

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### 2 Urgent Business

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There were no items of urgent business.

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### 3 Exclusion of Press and Public

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**The Panel decided:**

that, in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, the press and public be excluded from the meeting for the next item of business on the grounds that it was likely that there would be disclosure of exempt information in terms of Paragraph 1 of Part I of Schedule 7A of the Act.

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### 4 Appeal Against Termination Due to Capability

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The Panel considered an appeal (Ref 13/23) by an employee against their termination due to capability.

The appellant was present and represented themselves. The employee was also accompanied by a colleague. The Council was represented by a Personnel Adviser and called a witness. All parties were heard in relation to the appeal and then withdrew from the meeting.

**The Panel decided:**

that the grounds of the appeal had not been substantiated and the appeal be not upheld.



## APPEALS PANEL

Minutes of meeting held in Committee Room 2, Council Offices, Almada Street, Hamilton on 23 January 2024

**Chair:**

Councillor Lesley McDonald

**Councillors Present:**

Councillor Elaine McDougall, Councillor Ross Gowland

**Attending:**

**Finance and Corporate Resources**

H Calley, Administration Officer; G Robertson, Personnel Adviser

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### 1 Declaration of Interests

No interests were declared.

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### 2 Urgent Business

There were no items of urgent business.

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### 3 Exclusion of Press and Public

**The Panel decided:**

that, in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, the press and public be excluded from the meeting for the next item of business on the grounds that it was likely that there would be disclosure of exempt information in terms of Paragraph 1 of Part I of Schedule 7A of the Act.

---

### 4 Appeal Against Dismissal

The Panel considered an appeal (Ref 10/23) by an employee against their dismissal.

The appellant was present and represented by a trade union representative. The Council was represented by a Personnel Adviser. The Council called a witness and the appellant's representative called the appellant. All parties were heard in relation to the appeal and then withdrew from the meeting.

**The Panel decided:**

that the grounds of the appeal had not been substantiated and the appeal be not upheld.

*Councillor McDougall, as the mover of a motion which failed to find a seconder, asked that her dissent be recorded*





## APPEALS PANEL

Minutes of meeting held in Committee Room 2, Council Offices, Almada Street, Hamilton on 30 January 2024

**Chair:**

Councillor Celine Handibode

**Councillors Present:**

Councillor John Anderson, Councillor Maureen Devlin

**Attending:**

**Finance and Corporate Resources**

H Calley, Administration Officer; G Robertson, Personnel Adviser

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### 1 Declaration of Interests

---

No interests were declared.

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### 2 Urgent Business

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There were no items of urgent business.

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### 3 Exclusion of Press and Public

---

**The Panel decided:**

that, in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, the press and public be excluded from the meeting for the next item of business on the grounds that it was likely that there would be disclosure of exempt information in terms of Paragraph 1 of Part I of Schedule 7A of the Act.

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### 4 Appeal Against Dismissal

---

The Panel considered an appeal (Ref 11/23) by an employee against their dismissal.

The appellant was present and represented by a trade union representative. The Council was represented by a Personnel Adviser. The Council called a witness and the appellant's representative called the appellant. All parties were heard in relation to the appeal and then withdrew from the meeting.

**The Panel decided:**

that the grounds of the appeal had been substantiated in part and the appeal be upheld to the extent that:-

- ◆ the dismissal be replaced by a period of unpaid absence from the date of dismissal until 30 January 2024
- ◆ the appellant be issued with a final written warning



## APPEALS PANEL

Minutes of meeting held in Committee Room 2, Council Offices, Almada Street, Hamilton on 8 February 2024

**Chair:**

Councillor Celine Handibode

**Councillors Present:**

Councillor John Anderson, Councillor Catherine McClymont

**Attending:**

**Finance and Corporate Resources**

H Calley, Administration Officer; E McPake, HR Business Manager

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### 1 Declaration of Interests

No interests were declared.

---

### 2 Urgent Business

There were no items of urgent business.

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### 3 Exclusion of Press and Public

**The Panel decided:**

that, in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, the press and public be excluded from the meeting for the next item of business on the grounds that it was likely that there would be disclosure of exempt information in terms of Paragraph 1 of Part I of Schedule 7A of the Act.

---

### 4 Appeal Against Dismissal

The Panel considered an appeal (Ref 12/23) by an employee against their dismissal.

The appellant was present and represented by a trade union representative. The Council was represented by a Personnel Adviser. The Council called a witness and the appellant's representative called the appellant. All parties were heard in relation to the appeal and then withdrew from the meeting.

**The Panel decided:**

that the grounds of the appeal had not been substantiated and the appeal be not upheld.

*Councillor Anderson, as the mover of a motion which failed to find a seconder, asked that his dissent be recorded*



## RECRUITMENT COMMITTEE

Minutes of meeting held in Committee Room 2, Council Offices, Almada Street, Hamilton on 29 November 2023

### Chair:

Councillor Joe Fagan

### Councillors Present:

Councillor Alex Allison, Councillor Robert Brown, Councillor Gerry Convery (Depute), Councillor Katy Loudon (*substitute for Councillor Maureen Chalmers*), Councillor John Ross

### Councillor's Apology:

Councillor Maureen Chalmers

### Attending:

#### Finance and Corporate Resources

P Manning, Executive Director; S McLeod, Administration Officer; E McPake, Human Resources Business Partner (Education and Social Work Resources)

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### 1 Declaration of Interests

---

No interests were declared.

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### 2 Minutes of Previous Meeting

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The minutes of the meeting of the Recruitment Committee held on 25 October 2023 were submitted for approval as a correct record.

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

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### 3 Urgent Business

---

There were no items of urgent business.

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### 4 Exclusion of Press and Public

---

**The Committee decided:** that, in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, the press and public be excluded from the meeting for the next item of business on the grounds that it was likely that there would be disclosure of exempt information in terms of Paragraph 1 of Part I of Schedule 7A of the Act.

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### 5 Post of Head of Administration and Legal Services

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The Committee proceeded to interview 4 candidates for the post of Head of Administration and Legal Services.

One applicant, who had been selected for interview, had since withdrawn their application.

**The Committee decided:** that Mr I Strachan, Head of Legal, Democratic, Digital and Customer Services, Inverclyde Council be appointed to the post of Head of Administration and Legal Services.

*[Reference: Minutes of 25 October 2023 (Paragraph 4)]*

# Report

5

Report to:	<b>Finance and Corporate Resources Committee</b>
Date of Meeting:	<b>6 March 2024</b>
Report by:	<b>Head of Finance (Strategy)</b>

Subject:	<b>Revenue Budget Monitoring 2023/2024 – Finance and Corporate Resources</b>
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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 2023 to 28 December 2023 for Finance and Corporate Resources

## 2. Recommendation(s)

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

- (1) that the overspend of £0.179 million on the Finance and Corporate Resources' revenue budget to date, as detailed in Appendix A of the report, be noted;
- (2) that the forecast overspend of £0.216 million to 31 March 2024, also detailed in Appendix A of the report, be noted; and
- (3) that the proposed budget virements be approved.

## 3. Background

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

## 4. Employee Implications

4.1. None.

## 5. Financial Implications

5.1. **Probable Outturn:** Following the Council's formal Probable Outturn exercise, the Resource is forecasting an overspend of £0.216 million. The Resource has no proposed transfers to reserves at this point. This will be confirmed at the year-end.

5.2. **Financial Position as at 28 December 2023:** As at 28 December 2023, the Resource is showing an overspend of £0.179 million, as detailed in Appendix A.

5.3. Virements are proposed to realign budgets. This has been detailed in Appendices B to H.

## 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.

**Jackie Taylor**  
**Head of Finance (Strategy)**

15 January 2024

## **Link(s) to Council Values/Priorities/Outcomes**

- ◆ Accountable, Effective, Efficient and Transparent

## **Previous References**

- ◆ Finance and Corporate Resources Committee, 6 December 2023

## **List of Background Papers**

- ◆ Financial ledger and budget monitoring results to 28 December 2023.

## **Contact for Further Information**

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

Lorraine O'Hagan, Finance Manager (Strategy)

Ext: 2601 (Tel: 01698 452601)

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



## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 28 December 2023 (No.10)

## Finance and Corporate Resources Summary

	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 28/12/23	Actual 28/12/23	Variance 28/12/23		% Variance 28/12/23	Note
	£000	£000	£000	£000	£000	£000			
<b><u>Budget Category</u></b>									
Employee Costs	39,567	38,262	1,305	28,767	27,726	1,041	under	3.6%	
Property Costs	4,256	4,470	(214)	2,982	3,128	(146)	over	(4.9%)	
Supplies & Services	7,359	7,685	(326)	6,306	6,565	(259)	over	(4.1%)	
Transport & Plant	69	68	1	40	46	(6)	over	(15.0%)	
Administration Costs	7,862	8,284	(422)	5,547	5,878	(331)	over	(6.0%)	
Payments to Other Bodies	5,935	6,713	(778)	4,397	5,098	(701)	over	(15.9%)	
Payments to Contractors	284	305	(21)	281	292	(11)	over	(3.9%)	
Transfer Payments	65,650	62,923	2,727	47,105	45,158	1,947	under	4.1%	
Financing Charges	1,216	1,293	(77)	363	382	(19)	over	(5.2%)	
<b>Total Controllable Exp.</b>	132,198	130,003	2,195	95,788	94,273	1,515	under	1.6%	
<b>Total Controllable Inc.</b>	(88,094)	(85,683)	(2,411)	(54,592)	(52,898)	(1,694)	under recovered	3.1%	
<b>Net Controllable Exp.</b>	44,104	44,320	(216)	41,196	41,375	(179)	over	(0.4%)	

**Variance Explanations**

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

**Budget Virements**

Virements are noted in Appendices B to H.

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 28 December 2023 (No.10)

## Finance – Strategy Services

	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 28/12/23	Actual 28/12/23	Variance 28/12/23		% Variance 28/12/23	Note
	£000	£000	£000	£000	£000	£000			
<b><u>Budget Category</u></b>									
Employee Costs	3,226	3,076	150	2,345	2,203	142	under	6.1%	1,a
Property Costs	0	0	0	0	0	0	-	n/a	
Supplies & Services	20	18	2	4	5	(1)	over	(25.0%)	
Transport & Plant	0	0	0	0	0	0	-	n/a	
Administration Costs	109	117	(8)	96	104	(8)	over	(8.3%)	
Payments to Other Bodies	516	607	(91)	256	326	(70)	over	(27.3%)	2
Payments to Contractors	22	26	(4)	22	25	(3)	over	(13.6%)	
Transfer Payments	0	0	0	0	0	0	-	n/a	
Financing Charges	16	22	(6)	3	3	0	-	0.0%	
<b>Total Controllable Exp.</b>	3,909	3,866	43	2,726	2,666	60	under	2.2%	
<b>Total Controllable Inc.</b>	(1,603)	(1,594)	(9)	(56)	(47)	(9)	under recovered	16.1%	
<b>Net Controllable Exp.</b>	2,306	2,272	34	2,670	2,619	51	under	1.9%	

**Variance Explanations****1. Employee Costs**

The underspend reflects the turnover of staff to date, with any vacant posts being considered in line with service requirements.

**2. Payments to Other Bodies**

The overspend reflects the uplift in external audit fees.

**Budget Virements**

- a. Local Government 2023/2024 Pay Award: Net Effect £0.191m: Employee Costs £0.191m.

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 28 December 2023 (No.10)

## Finance – Transactions Services

	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 28/12/23	Actual 28/12/23	Variance 28/12/23		% Variance 28/12/23	Note
	£000	£000	£000	£000	£000	£000			
<b><u>Budget Category</u></b>									
Employee Costs	13,663	13,367	296	9,968	9,742	226	under	2.3%	1,a
Property Costs	4,177	4,374	(197)	2,939	3,079	(140)	over	(4.8%)	2,b
Supplies & Services	845	944	(99)	570	626	(56)	over	(9.8%)	
Transport & Plant	5	3	2	0	0	0	-	n/a	
Administration Costs	1,671	1,781	(110)	1,270	1,346	(76)	over	(6.0%)	3
Payments to Other Bodies	1,615	1,639	(24)	1,267	1,293	(26)	over	(2.1%)	
Payments to Contractors	237	253	(16)	234	241	(7)	over	(3.0%)	
Transfer Payments	65,650	62,923	2,727	47,105	45,158	1,947	under	4.1%	4
Financing Charges	142	170	(28)	0	11	(11)	over	n/a	
<b>Total Controllable Exp.</b>	88,005	85,454	2,551	63,353	61,496	1,857	under	2.9%	
<b>Total Controllable Inc.</b>	(68,555)	(65,823)	(2,732)	(48,273)	(46,331)	(1,942)	under recovered	4.0%	4
<b>Net Controllable Exp.</b>	19,450	19,631	(181)	15,080	15,165	(85)	over	(0.6%)	

**Variance Explanations****1. Employee Costs**

The underspend is due to vacant posts within the Service which are being recruited in line with Service requirements.

**2. Property Costs**

The overspend reflects greater than budgeted spend on Non-Domestic Rates Empty Property Relief.

**3. Administration Costs**

The overspend reflects additional postage costs required for service delivery; and Graduate training costs which are offset by Employee Cost underspends.

**4. Transfer Payments / Income**

The underspend in Transfer Payments reflects the demand-led spend on Rent Allowance and Rent Rebates, and is offset by an under-recovery of Income.

**Budget Virements**

- a. Local Government 2023/2024 Pay Award: Net Effect £0.783m: Employee Costs £0.783m.
- b. Scottish Welfare Fund £0.145m: Net Effect £0.145m: Property Costs £0.145m.

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 28 December 2023 (No.10)

## Audit Services

	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 28/12/23	Actual 28/12/23	Variance 28/12/23		% Variance 28/12/23	Note
	£000	£000	£000	£000	£000	£000			
<b><u>Budget Category</u></b>									
Employee Costs	665	682	(17)	487	507	(20)	over	(4.1%)	1,a
Property Costs	0	0	0	0	0	0	-	n/a	
Supplies & Services	7	7	0	0	1	(1)	over	n/a	
Transport & Plant	0	0	0	0	0	0	-	n/a	
Administration Costs	6	6	0	4	4	0	-	0.0%	
Payments to Other Bodies	1	0	1	0	0	0	-	n/a	
Payments to Contractors	0	0	0	0	0	0	-	n/a	
Transfer Payments	0	0	0	0	0	0	-	n/a	
Financing Charges	4	4	0	0	0	0	-	n/a	
<b>Total Controllable Exp.</b>	683	699	(16)	491	512	(21)	over	(4.3%)	
<b>Total Controllable Inc.</b>	(272)	(282)	10	(45)	(45)	0	-	0.0%	
<b>Net Controllable Exp.</b>	411	417	(6)	446	467	(21)	over	(4.7%)	

**Variance Explanations****1. Employee Costs**

The overspend reflects a lower than anticipated turnover achieved to date.

**Budget Virements**

- a. Local Government 2023/2024 Pay Award: Net Effect £0.038m: Employee Costs £0.038m.

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 28 December 2023 (No.10)

## Information Technology Services

Budget Category	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 28/12/23	Actual 28/12/23	Variance 28/12/23		% Variance 28/12/23	Note
	£000	£000	£000	£000	£000	£000			
Employee Costs	5,533	5,497	36	3,723	3,721	2	under	0.1%	a
Property Costs	0	0	0	0	0	0	-	n/a	
Supplies & Services	5,518	5,685	(167)	5,162	5,329	(167)	over	(3.2%)	1
Transport & Plant	4	4	0	0	0	0	-	n/a	
Administration Costs	1,604	1,603	1	972	974	(2)	over	(0.2%)	
Payments to Other Bodies	0	0	0	0	0	0	-	n/a	
Payments to Contractors	0	0	0	0	0	0	-	n/a	
Transfer Payments	0	0	0	0	0	0	-	n/a	
Financing Charges	631	634	(3)	108	108	0	-	0.0%	
<b>Total Controllable Exp.</b>	<b>13,290</b>	<b>13,423</b>	<b>(133)</b>	<b>9,965</b>	<b>10,132</b>	<b>(167)</b>	<b>over</b>	<b>(1.7%)</b>	
<b>Total Controllable Inc.</b>	<b>(7,748)</b>	<b>(7,881)</b>	<b>133</b>	<b>(1,575)</b>	<b>(1,677)</b>	<b>102</b>	<b>over recovered</b>	<b>(6.5%)</b>	<b>1</b>
<b>Net Controllable Exp.</b>	<b>5,542</b>	<b>5,542</b>	<b>0</b>	<b>8,390</b>	<b>8,455</b>	<b>(65)</b>	<b>over</b>	<b>(0.8%)</b>	

Variance Explanations**1. Supplies & Services / Income**

The overspend reflects the increased costs of IT services, which is offset by an over-recovery of income via recharge to Resources.

Budget Virements

- a. Local Government 2023/2024 Pay Award: Net Effect £0.316m: Employee Costs £0.316.

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 28 December 2023 (No.10)

## Personnel Services

	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 28/12/23	Actual 28/12/23	Variance 28/12/23		% Variance 28/12/23	Note
	£000	£000	£000	£000	£000	£000			
<b><u>Budget Category</u></b>									
Employee Costs	9,874	8,991	883	7,472	6,707	765	under	10.2%	1,a,c
Property Costs	62	92	(30)	34	45	(11)	over	(32.4%)	
Supplies & Services	197	197	0	70	76	(6)	over	(8.6%)	
Transport & Plant	14	9	5	2	2	0	-	(0.0%)	
Administration Costs	999	1,251	(252)	866	1,099	(233)	over	(26.9%)	2,c
Payments to Other Bodies	2,305	3,009	(704)	1,599	2,211	(612)	over	(38.3%)	3,b,c,d
Payments to Contractors	25	26	(1)	25	26	(1)	over	(4.0%)	c
Transfer Payments	0	0	0	0	0	0	-	n/a	
Financing Charges	40	44	(4)	3	3	0	-	0.0%	
<b>Total Controllable Exp.</b>	13,516	13,619	(103)	10,071	10,169	(98)	over	(1.0%)	
<b>Total Controllable Inc.</b>	(4,597)	(4,857)	260	(1,767)	(1,932)	165	over recovered	(9.3%)	2,c,d
<b>Net Controllable Exp.</b>	8,919	8,762	157	8,304	8,237	67	under	0.8%	

**Variance Explanations****1. Employee Costs**

The underspend reflects savings made in advance, and the level of turnover within the Service to date, with recruitment being considered in line with Service requirements.

**2. Administration Costs / Income**

The overspend in Administration Costs reflects the level of recruitment costs and medical expenses incurred to date, which is offset by an over-recovery of income via recharges to Resources.

**3. Payments to Other Bodies**

The overspend relates to spend on Employability projects. This overspend is being managed within the overall Service position and is not recurring beyond 2023/2024.

**Budget Virements**

- a. Local Government 2023/2024 Pay Award: Net Effect £0.473m: Employee Costs £0.473m.
- b. Employment Recruitment Incentives funded from Reserves: Net Effect £0.139m: Payments to Other Bodies £0.139m.
- c. No-One Left Behind Grant Claim (Q2&3): Net Effect £0.000m: Employee Costs £0.561m, Payments to Other Bodies £1.175m, Payments to Contractors £0.025m, Income (£1.761m).
- d. Shared Prosperity Funding/Expenditure: Net Effect £0.000m: Payments to Other Bodies £0.535m, Income (£0.535m).

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 28 December 2023 (No.10)

## Administration, Legal and Licensing Services

	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 28/12/23	Actual 28/12/23	Variance 28/12/23		% Variance 28/12/23	Note
	£000	£000	£000	£000	£000	£000			
<b><u>Budget Category</u></b>									
Employee Costs	3,987	4,100	(113)	2,897	3,026	(129)	over	(4.5%)	1,a
Property Costs	17	4	13	9	4	5	under	55.6%	
Supplies & Services	119	176	(57)	39	60	(21)	over	(53.8%)	
Transport & Plant	14	15	(1)	10	13	(3)	over	(30.0%)	
Administration Costs	2,331	2,387	(56)	1,688	1,699	(11)	over	(0.7%)	
Payments to Other Bodies	678	576	102	577	524	53	under	9.2%	2
Payments to Contractors	0	0	0	0	0	0	-	n/a	
Transfer Payments	0	0	0	0	0	0	-	n/a	
Financing Charges	32	67	(35)	0	8	(8)	over	n/a	
<b>Total Controllable Exp.</b>	7,178	7,325	(147)	5,220	5,334	(114)	over	(2.2%)	
<b>Total Controllable Inc.</b>	(2,668)	(2,595)	(73)	(1,342)	(1,330)	(12)	under recovered	0.9%	
<b>Net Controllable Exp.</b>	4,510	4,730	(220)	3,878	4,004	(126)	over	(3.2%)	

**Variance Explanations**

- Employee Costs**  
The overspend reflects a lower than anticipated turnover achieved to date.
- Payments to Other Bodies**  
The underspend relates to less than budgeted spend on Admin Grants.

**Budget Virements**

- Local Government 2023/2024 Pay Award: Net Effect £0.230m: Employee Costs £0.230m.

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 28 December 2023 (No.10)

## Communications and Strategy Services

	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 28/12/23	Actual 28/12/23	Variance 28/12/23		% Variance 28/12/23	Note
	£000	£000	£000	£000	£000	£000			
<b><u>Budget Category</u></b>									
Employee Costs	2,619	2,549	70	1,875	1,820	55	under	2.9%	1,a,b
Property Costs	0	0	0	0	0	0	-	n/a	
Supplies & Services	653	658	(5)	461	468	(7)	over	(1.5%)	
Transport & Plant	32	37	(5)	28	31	(3)	over	(10.7%)	
Administration Costs	1,142	1,139	3	651	652	(1)	over	(0.2%)	
Payments to Other Bodies	820	882	(62)	698	744	(46)	over	(6.6%)	2
Payments to Contractors	0	0	0	0	0	0	-	n/a	
Transfer Payments	0	0	0	0	0	0	-	n/a	
Financing Charges	351	352	(1)	249	249	0	-	0.0%	
<b>Total Controllable Exp.</b>	5,617	5,617	0	3,962	3,964	(2)	over	(0.1%)	
<b>Total Controllable Inc.</b>	(2,651)	(2,651)	0	(1,534)	(1,536)	2	over recovered	(0.1%)	
<b>Net Controllable Exp.</b>	2,966	2,966	0	2,428	2,428	0	-	0.0%	

**Variance Explanations****1. Employee Costs**

The underspend reflects the level of turnover within the Service to date, with recruitment being considered in line with Service requirements.

**2. Payments to Other Bodies**

The overspend relates to annual Community Planning Partnership and Citizens Advice Bureau contributions.

**Budget Virements**

- a. Local Government 2023/2024 Pay Award: Net Effect £0.155m: Employee Costs £0.155m.



# Report

6

Report to:	<b>Finance and Corporate Resources Committee</b>
Date of Meeting:	<b>6 March 2024</b>
Report by:	<b>Head of Finance (Strategy)</b>

Subject:	<b>Capital Budget Monitoring 2023/2024 - Finance and Corporate Resources</b>
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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 2023 to 28 December 2023

## 2. Recommendation(s)

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

- (1) that the Finance and Corporate Resources capital programme of £5.333 million, and expenditure to date of £2.269 million, be noted; and
- (2) that the projected outturn of £5 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 2023/2024.
- 3.2. As noted in the last report to this Committee (6 December 2023), the budget for Finance and Corporate Resources for financial year 2023/2024 was £5.333 million. There has been no change to this budget 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. There are no employee implications as a result of this report.

## 5. Financial Implications

### 5.1. 2023/2024 Budget

As detailed in Section 3.2, the 2023/2024 capital programme for Finance and Corporate Resources is £5.333 million.

## 5.2. **2023/2024 Outturn**

Work has been ongoing to monitor the predicted spend position for this financial year and current estimates from Finance and Corporate Resources suggest an outturn of £5 million, an underspend of £0.333 million. The majority of the variance is due to the timing of spend on IT Infrastructure projects resulting in budget required in 2024/2025 rather than 2023/2024. Funding for these projects will carry forward into next financial year.

## 5.3. **Period 10 Position**

Anticipated spend to date was £2.319 million and spend to 28 December 2023 amounts to £2.269 million, resulting in Finance and Corporate Resources being £0.050 million behind programme. This is a minor timing issue only.

## 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.

## 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.

**Jackie Taylor**

**Head of Finance (Strategy), Finance and Corporate Resources**

14 February 2024

## **Link(s) to Council Values/Priorities/Outcomes**

- ◆ Accountable, Effective, Efficient and Transparent

## **Previous References**

- ◆ Finance and Corporate Resources Committee, 6 December 2023

## **List of Background Papers**

- ◆ Financial ledger to 28 December 2023

## **Contact for Further Information**

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

Lorraine O'Hagan, Finance Manager (Strategy)

Ext: 2601 (Tel: 01698 452601)

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

**South Lanarkshire Council**  
**Capital Expenditure 2023-2024**  
**Finance and Corporate Resources Programme**  
**For Period 1 April 2023 – 28 December 2023**

<b><u>Finance and Corporate Resources</u></b>	Total Original Budget £000	Budget Adjustments £000	Slippage £000	Total Budget £000	Budget to Date £000	Actual Expenditure £000
Information Technology Services	5,333	-	-	5,333	2,319	2,269
<b>TOTAL</b>	<b>5,333</b>	<b>-</b>	<b>-</b>	<b>5,333</b>	<b>2,319</b>	<b>2,269</b>



# Report

7

Report to:	<b>Finance and Corporate Resources Committee</b>
Date of Meeting:	<b>6 March 2024</b>
Report by:	<b>Chief Executive</b>

Subject:	<b>Finance and Corporate Resources – Workforce Monitoring – October to December 2023</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for October to December 2023 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 October to December 2023 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 9 December 2023

## 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 October to December 2023.

## 4. Monitoring Statistics

### 4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of December 2023 for Finance and Corporate Resources.

The Resource absence figure for December 2023 was 3.3%, this figure has decreased by 0.2% when compared to last month and is 3.3% lower than the Council-wide figure. Compared to December 2022, the Resource absence figure has decreased by 1.0%.

Based on the absence figures at December 2023 and annual trends, the projected annual average absence for the Resource for 2023/2024 is 3.7%, compared to a Council-wide average figure of 5.3%.

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, overall, 54 referrals were made this period. This represents a decrease of 18 when compared with the same period last year.

**4.3. Accident/Incident Statistics**

There were 1 accidents/incidents recorded within the Resource this period, this figure has increased by 1 when compared to the same period last year.

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

During the period, 1 disciplinary hearing was held within the Resource. This figure has decreased by 1 when compared to the same period last year. One appeal was heard by the Appeals Panel. No appeals were in pending. No grievance hearings were raised within the Resource, this figure has remains unchanged when compared to the same period last year. No Dignity at Work complaints were raised within the Resource, this figure remains unchanged when compared to the same period last year.

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

There was a total of 13 leavers in the Resource this period eligible for an exit interview, an increase of 3 when compared with the same period last year. Three exit interviews were conducted in this period, an increase of 2 when compared to the same period last year.

**4.6. 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 post

**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 2023, 21 employees (16.28 FTE) in total left employment, managers indicated that 19 posts (14.28 FTE) were being replaced, 1 post (1.00 FTE) is being held pending a service review and 1 post (1.00 FTE) was planning on being removed for savings.**

**5. Staffing Watch**

**5.1. There has been a decrease of 11 in the number of employees in post from 9 September 2023 to 9 December 2023.**

**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 in terms of the information contained within 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**  
**Chief Executive**

1 February 2024

### **Link(s) to Council Values/Priorities/Outcomes**

- ◆ 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 – 6 December 2023

### **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: -

Eileen McPake, HR Business Manager

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E-mail: [Eileen.McPake@southlanarkshire.gov.uk](mailto:Eileen.McPake@southlanarkshire.gov.uk)

**Absence Trends - 2021/2022, 2022/2023 & 2023/2024**  
**Finance and Corporate Resources**

APT&C				Manual Workers				Resource Total				Council Wide							
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024				
	%	%	%		%	%	%		%	%	%		%	%	%				
April	2.6	2.8	3.6	April	0.0	0.0	0.0	April	2.6	2.8	3.6	April	4.3	5.6	5.1				
May	3.3	3.2	3.9	May	0.0	0.0	0.0	May	3.3	3.2	3.9	May	4.9	5.4	5.1				
June	3.5	4.0	4.2	June	0.0	0.0	0.0	June	3.5	4.0	4.2	June	4.7	5.3	4.7				
July	3.3	3.9	3.5	July	0.0	0.0	0.0	July	3.3	3.9	3.5	July	4.0	4.6	3.8				
August	3.6	4.1	3.8	August	0.0	0.0	0.0	August	3.6	4.1	3.8	August	4.7	4.4	4.1				
September	4.0	3.6	3.9	September	0.0	0.0	0.0	September	4.0	3.6	3.9	September	6.4	5.4	5.3				
October	3.6	3.8	3.2	October	0.0	0.0	0.0	October	3.6	3.8	3.2	October	6.3	5.8	5.1				
November	4.3	3.4	3.5	November	0.0	0.0	0.0	November	4.3	3.4	3.5	November	6.9	6.5	6.2				
December	3.8	4.3	3.3	December	0.0	0.0	0.0	December	3.8	4.3	3.3	December	6.9	7.0	6.6				
January	3.8	4.3		January	0.0	0.0		January	3.8	4.3		January	7.0	5.8					
February	3.4	3.8		February	0.0	0.0		February	3.4	3.8		February	6.6	5.9					
March	3.4	3.8		March	0.0	0.0		March	3.4	3.8		March	7.9	6.4					
Annual Average	3.6	3.8	3.7	Annual Average	0.0	0.0	0.0	Annual Average	3.6	3.8	3.7	Annual Average	5.9	5.7	5.3				
Average Apr-Dec	3.6	3.7	3.7	Average Apr-Dec	0.0	0.0	0.0	Average Apr-Dec	3.6	3.7	3.7	Average Apr-Dec	5.5	5.6	5.1				
No of Employees at 31 December 2023				888	No of Employees at 31 December 2023				0	No of Employees at 31 December 2023				888	No of Employees at 31 December 2023				16185



Appendix 2		
FINANCE & CORPORATE RESOURCES		
	Oct - Dec 2022	Oct - Dec 2023
<b>MEDICAL EXAMINATIONS</b>		
Number of Employees Attending	21	13
<b>EMPLOYEE COUNSELLING SERVICE</b>		
Total Number of Referrals	0	2
<b>PHYSIOTHERAPY SERVICE</b>		
Total Number of Referrals	18	21
<b>REFERRALS TO EMPLOYEE SUPPORT OFFICER</b>	33	18
<b>REFERRALS TO COGNITIVE BEHAVIOUR THERAPY</b>	0	0
<b>TOTAL</b>	72	54
<b>CAUSE OF ACCIDENTS/INCIDENTS</b>	Oct - Dec 2022	Oct - Dec 2023
Minor	0	1
<b>Total Accidents/Incidents</b>	0	1
<p>*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.</p> <p>**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.</p> <p>***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.</p> <p>****Physical violent incidents are included in the "Specified" figures, where applicable, to provide the "Total Specified" figures.</p> <p>****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.</p> <p>****Physical Violent Incidents and ***** Verbal Violent Incidents are included in the "Minor" figures, where applicable, to provide the "Total Minor" figures.</p>		
<b>RECORD OF DISCIPLINARY HEARINGS</b>	Oct - Dec 2022	Oct - Dec 2023
Total Number of Hearings	2	1
Total Number of Appeals	0	1
Appeals Pending	1	0
<b>Time Taken to Convene Hearing October - December 2023</b>		
0-3 Weeks	4-6 Weeks	Over 6 Weeks
0	1	0
<b>RECORD OF GRIEVANCE HEARINGS</b>	Oct - Dec 2022	Oct - Dec 2023
Number of Grievances	0	0
<b>RECORD OF DIGNITY AT WORK</b>	Oct - Dec 2022	Oct - Dec 2023
Number of Incidents	0	0
<b>ANALYSIS OF REASONS FOR LEAVING</b>	Oct - Dec 2022	Oct - Dec 2023
Career Advancement	0	3
Poor relationship with managers / colleagues	1	0
<b>Number of Exit Interviews conducted</b>	1	3
<b>Total Number of Leavers Eligible for Exit Interview</b>	10	13
<b>Percentage of interviews conducted</b>	10%	23%

Appendix 2a				
Reason	October - December 2023		Cumulative total	
	FTE	H/C	FTE	H/C
Terminations/Leavers	16.28	21	53.24	65
Being replaced	14.28	19	47.84	59
Filling on a temporary basis	0.00	0	1.00	1
Plan to transfer this budget to another post	0.00	0	0.00	0
End of fixed term contract	0.00	0	0.00	0
Held pending service Review	1.00	1	3.40	4
Plan to remove for savings	1.00	1	1.00	1

**JOINT STAFFING WATCH RETURN  
FINANCE AND CORPORATE RESOURCES**

As at 9 December 2023

**Total Number of Employees**

MALE		FEMALE		TOTAL
F/T	P/T	F/T	P/T	
192	14	399	225	830

\*Full - Time Equivalent No of Employees

Salary Bands

Chief Officer	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
8.00	104.29	350.02	216.67	53.28	21.30	0.00	0.00	0.00	753.56

As at 9 September 2023

**Total Number of Employees**

MALE		FEMALE		TOTAL
F/T	P/T	F/T	P/T	
196	15	400	230	841

\*Full - Time Equivalent No of Employees

Salary Bands

Chief Officer	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
8.00	111.26	357.34	213.64	50.28	21.30	0.00	0.00	0.00	761.82



# Report

8

Report to:	<b>Finance and Corporate Resources Committee</b>
Date of Meeting:	<b>6 March 2023</b>
Report by:	<b>Chief Executive</b>

Subject:	<b>Council-wide Workforce Monitoring – October to December 2023</b>
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## 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 2023

## 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 2023 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 9 December 2023

## 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 2023.

## 4. Attendance Statistics

4.1. Information on absence statistics for the Council and each Resource, as analysed for December 2023, is provided in Appendices 1 to 8. Points to note are:-

The Council's absence rate for December 2023, shown in Appendix 1, is 6.6%, which represents an increase of 0.4% when compared with last month and the figure has decreased by 0.4% when compared to December 2022.

When compared to December 2022, the APT&C absence rate remains unchanged at 6.7%, the teachers' figure has decreased by 0.5% and the manual workers' figure has decreased by 1.1%.

Based on annual trends and the absence rate to December 2023, the projected average absence rate for the Council for the financial year 2023/2024 is 5.3%.

In comparison to December 2022 (Appendix 8):-

- ◆ psychological and musculoskeletal conditions are the main reasons for absence
- ◆ total days lost due to psychological conditions have increased by 123 days
- ◆ total days lost due to musculoskeletal conditions have increased by 67 days
- ◆ total days lost due to respiratory conditions have decreased by 1782 days
- ◆ total days lost due to stomach, bowel, blood and metabolic disorders have increased by 119 days

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.

## **5. Occupational Health**

5.1. Information on Occupational Health for the period October to December 2023 is provided in Appendix 9:-

- ◆ during the period there were 323 employees referred for a medical examination, a decrease of 84 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 476 employees attended physiotherapy treatment, showing an increase of 30 when compared to the same period last year. Of the 476 employees referred, 72% remained at work whilst undertaking treatment
- ◆ during this period 540 employees were referred to the Employee Support Officer, showing an increase of 26 when compared with the same period last year. Of the referrals made this period, 88% related to personal reasons
- ◆ 169 employees were referred to the PAM Assist counselling service this period, showing an increase of 2 when compared with the same period last year. All the referrals made this period were from management and none were made directly by employees. Personal reasons accounted for 29% of the referrals made, 16% were for work related reasons and 55% was for other reasons
- ◆ 10 employees were referred for Cognitive Behavioural Therapy this period, an increase of 7 when compared to the same period last year

## **6. Accidents/Incidents**

6.1. The accident/incident report for October to December 2023 is contained in Appendix 10:-

- ◆ the number of accidents/incidents recorded was 551, this figure has increased by 72 from the same period last year
- ◆ there were no specified injuries recorded, this figure remains unchanged from the same period last year
- ◆ there were 536 minor accidents/incidents, this figure has increased by 64 from the same period last year
- ◆ there were 3 accidents resulting in an absence lasting over 3 days during the period, this figure has increased by 3 from the same period last year
- ◆ there were 12 accidents resulting in an absence lasting over 7 days during the period, this figure has increased by 5 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 2023 is contained in Appendices 11, 12a and 12b:-

- ◆ in total, 29 disciplinary hearings were held across Resources within the Council, this figure has decreased by 18 when compared to the same period last year
- ◆ action was taken in 26 of these cases. No appeals were raised against the outcomes
- ◆ our target is to convene disciplinary hearings within 6 weeks, 86% of hearings met this target
- ◆ during the period, 3 appeals were heard by the Appeals Panel, of which all 3 were not upheld. 2 appeals panels were withdrawn
- ◆ at the end of December, 5 Appeals Panels were pending
- ◆ during the period, 1 grievance case was raised
- ◆ during the period, 1 Dignity at Work case was raised
- ◆ during the period, no referrals for mediation was 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 2023 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 9 December 2023, the Council's turnover figure for October to December 2023 is as follows:-

159 leavers eligible for exit interviews/15,242 employees in post = Labour Turnover of 1.0%.

Based on the figure at December 2023, the projected annual labour turnover figure for the financial year 2023/2024 for the Council is 4.2%.

### **8.2. Analysis of Leavers and Exit Interviews**

- ◆ there were a total of 159 employees leaving the Council that were eligible for an exit interview, a decrease of 3 when compared with the same period last year
- ◆ there were a total of 53 exit interviews conducted which is a decrease of 2 when compared with same period last year

8.3. When processing an employee termination, managers are asked to identify whether they intend to replace the employee who had left the Council. If they indicate that they do not intend to replace the employee, they are asked to select from four 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 2023, 325 employees (221.03 FTE) left employment. Managers indicated that 306 posts (205.51 FTE) would be replaced, 3 posts (2.27 FTE) were being filled on a temporary basis, 8 posts (5.71 FTE) were due to the end of fixed term contracts, 6 posts (5.54 FTE) were being left vacant pending savings or service reviews and 2 posts (2.00 FTE) are planning to be removed for savings.

## **9. Recruitment Monitoring**

- 9.1. Information on Recruitment Monitoring for October to December 2023 is contained within Appendix 14.

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

- ◆ overall, 3669 applications and 3579 completed Equal Opportunities Monitoring Forms were received
- ◆ of those applicants who declared themselves as disabled (119), 64 were shortlisted for interview and 6 were appointed
- ◆ of those applicants of a black/ethnic minority background (451), 96 were shortlisted for interview and 5 were appointed
- ◆ of those applicants who are veterans (44), 25 were shortlisted for interview and no one was appointed

## **10. Staffing Watch**

- 10.1 There has been a decrease of 69 in the number of employees in post from 9 September 2023 to 9 December 2023. Details of the 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 or environmental implications arising from the information presented in this report.

## **14. Other Implications**

- 14.1. There are no implications for 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**  
**Chief Executive**

1 February 2024

**Link(s) to Council Values/Priorities/Outcomes**

- ◆ 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 – 6 December 2023

**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: -

Elaine Maxwell, HR Business Manager

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## Absence Trends - 2021/2022, 2022/2023 &amp; 2023/2024

## Council Wide

Council Wide															
APT&C				Teachers				Manual Workers				Council Wide			
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024
	%	%	%		%	%	%		%	%	%		%	%	%
April	4.1	5.2	5.2	April	2.5	2.7	2.8	April	6.2	8.8	7.0	April	4.3	5.6	5.1
May	4.7	5.0	5.1	May	3.2	3.6	3.2	May	6.7	7.6	6.2	May	4.9	5.4	5.1
June	4.4	5.0	4.9	June	2.6	2.6	2.2	June	7.0	8.1	6.5	June	4.7	5.3	4.7
July	4.1	4.5	4.0	July	1.1	1.4	1.1	July	6.3	7.4	5.8	July	4.0	4.6	3.8
August	4.6	4.3	4.2	August	2.0	1.4	1.3	August	7.3	7.4	6.2	August	4.7	4.4	4.1
September	6.1	5.2	5.2	September	4.4	2.8	2.9	September	8.5	8.0	7.6	September	6.4	5.4	5.3
October	6.0	5.7	5.2	October	4.1	3.4	2.7	October	8.7	8.1	7.1	October	6.3	5.8	5.1
November	6.5	6.3	6.1	November	5.6	4.7	4.3	November	8.7	8.6	8.1	November	6.9	6.5	6.2
December	6.2	6.7	6.7	December	6.1	5.3	4.8	December	8.8	8.9	7.8	December	6.9	7.0	6.6
January	6.7	5.2		January	3.9	4.3		January	10.1	8.0		January	7.0	5.8	
February	6.5	5.7		February	3.7	4.1		February	9.5	7.9		February	6.6	5.9	
March	8.0	6.2		March	4.3	4.6		March	11.3	8.3		March	7.9	6.4	
Annual Average	5.7	5.4	5.3	Annual Average	3.6	3.4	3.2	Annual Average	8.3	8.1	7.2	Annual Average	5.9	5.7	5.3
Average Apr-Dec	5.2	5.3	5.2	Average Apr-Dec	3.5	3.1	2.8	Average Apr-Dec	7.6	8.1	6.9	Average Apr-Dec	5.5	5.6	5.1
No of Employees at 31 December 2023			7660	No of Employees at 31 December 2023			4012	No of Employees at 31 December 2023			4513	No of Employees at 31 December 2023			16185

## Absence Trends - 2021/2022, 2022/2023 &amp; 2023/2024

## Community and Enterprise Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024				
	%	%	%		%	%	%		%	%	%		%	%	%				
April	2.3	4.4	3.6	April	5.7	7.3	6.3	April	5.2	6.9	6.0	April	4.3	5.6	5.1				
May	2.7	3.9	3.7	May	6.4	6.8	6.3	May	5.9	6.3	5.9	May	4.9	5.4	5.1				
June	2.8	3.5	4.3	June	6.6	7.2	5.9	June	6.0	6.7	5.7	June	4.7	5.3	4.7				
July	2.9	3.9	2.3	July	5.3	5.9	4.6	July	4.9	5.6	4.3	July	4.0	4.6	3.8				
August	2.9	3.4	3.0	August	6.4	6.6	5.2	August	5.9	6.1	4.9	August	4.7	4.4	4.1				
September	3.4	3.1	2.5	September	8.2	7.9	7.1	September	7.5	7.1	6.4	September	6.4	5.4	5.3				
October	3.8	5.1	2.0	October	7.9	7.5	7.0	October	7.3	7.1	6.3	October	6.3	5.8	5.1				
November	3.5	4.2	2.6	November	8.0	8.3	8.1	November	7.3	7.7	7.3	November	6.9	6.5	6.2				
December	4.2	3.7	3.0	December	8.0	8.8	7.5	December	7.4	8.0	6.8	December	6.9	7.0	6.6				
January	3.6	2.6		January	9.6	7.4		January	8.6	6.7		January	7.0	5.8					
February	4.4	3.6		February	9.5	7.4		February	8.7	6.9		February	6.6	5.9					
March	6.0	3.9		March	11.0	7.9		March	10.2	7.3		March	7.9	6.4					
Annual Average	3.5	3.8	3.1	Annual Average	7.7	7.4	6.7	Annual Average	7.1	6.9	6.2	Annual Average	5.9	5.7	5.3				
Average Apr-Dec	3.2	3.9	3.0	Average Apr-Dec	6.9	7.4	6.4	Average Apr-Dec	6.4	6.8	6.0	Average Apr-Dec	5.5	5.6	5.1				
No of Employees at 31 December 2023				530	No of Employees at 31 December 2023				2906	No of Employees at 31 December 2023				3436	No of Employees at 31 December 2023				16185

## Absence Trends - 2021/2022, 2022/2023 &amp; 2023/2024

## Education Resources

Education Resources																
APT&C				Teachers				Resource Total				Council Wide				
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024	
	%	%	%		%	%	%		%	%	%		%	%	%	
April	4.8	5.5	5.0	April	2.5	2.7	2.8	April	3.5	4.0	3.8	April	4.3	5.6	5.1	
May	5.7	5.5	5.4	May	3.2	3.6	3.2	May	4.4	4.5	4.2	May	4.9	5.4	5.1	
June	4.7	5.1	4.8	June	2.6	2.6	2.2	June	3.5	3.7	3.4	June	4.7	5.3	4.7	
July	3.4	3.8	3.4	July	1.1	1.4	1.1	July	2.1	2.5	2.2	July	4.0	4.6	3.8	
August	3.8	3.6	4.0	August	2.0	1.4	1.3	August	2.8	2.4	2.5	August	4.7	4.4	4.1	
September	6.4	5.8	5.9	September	4.4	2.8	2.9	September	5.3	4.1	4.3	September	6.4	5.4	5.3	
October	6.6	6.5	5.5	October	4.1	3.4	2.7	October	5.2	4.8	4.0	October	6.3	5.8	5.1	
November	8.0	7.9	7.1	November	5.6	4.7	4.3	November	6.7	6.2	5.6	November	6.9	6.5	6.2	
December	8.0	8.5	8.1	December	6.1	5.3	4.8	December	7.0	6.8	6.3	December	6.9	7.0	6.6	
January	8.1	6.1		January	3.9	4.3		January	5.8	5.1		January	7.0	5.8		
February	7.2	6.8		February	3.7	4.1		February	5.3	5.4		February	6.6	5.9		
March	9.5	7.0		March	4.3	4.6		March	6.7	5.7		March	7.9	6.4		
Annual Average	6.4	6.0	5.8	Annual Average	3.6	3.4	3.2	Annual Average	4.9	4.6	4.4	Annual Average	5.9	5.7	5.3	
Average Apr-Dec	5.7	5.8	5.5	Average Apr-Dec	3.5	3.1	2.8	Average Apr-Dec	4.5	4.3	4.0	Average Apr-Dec	5.5	5.6	5.1	
No of Employees at 31 December 2023			3491	No of Employees at 31 December 2023			4012	No of Employees at 31 December 2023			7503	No of Employees at 31 December 2023			16185	

## Absence Trends - 2021/2022, 2022/2023 &amp; 2023/2024

## Finance and Corporate Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024	
	%	%	%		%	%	%		%	%	%		%	%	%	
April	2.6	2.8	3.6	April	0.0	0.0	0.0	April	2.6	2.8	3.6	April	4.3	5.6	5.1	
May	3.3	3.2	3.9	May	0.0	0.0	0.0	May	3.3	3.2	3.9	May	4.9	5.4	5.1	
June	3.5	4.0	4.2	June	0.0	0.0	0.0	June	3.5	4.0	4.2	June	4.7	5.3	4.7	
July	3.3	3.9	3.5	July	0.0	0.0	0.0	July	3.3	3.9	3.5	July	4.0	4.6	3.8	
August	3.6	4.1	3.8	August	0.0	0.0	0.0	August	3.6	4.1	3.8	August	4.7	4.4	4.1	
September	4.0	3.6	3.9	September	0.0	0.0	0.0	September	4.0	3.6	3.9	September	6.4	5.4	5.3	
October	3.6	3.8	3.2	October	0.0	0.0	0.0	October	3.6	3.8	3.2	October	6.3	5.8	5.1	
November	4.3	3.4	3.5	November	0.0	0.0	0.0	November	4.3	3.4	3.5	November	6.9	6.5	6.2	
December	3.8	4.3	3.3	December	0.0	0.0	0.0	December	3.8	4.3	3.3	December	6.9	7.0	6.6	
January	3.8	4.3		January	0.0	0.0		January	3.8	4.3		January	7.0	5.8		
February	3.4	3.8		February	0.0	0.0		February	3.4	3.8		February	6.6	5.9		
March	3.4	3.8		March	0.0	0.0		March	3.4	3.8		March	7.9	6.4		
Annual Average	3.6	3.8	3.7	Annual Average	0.0	0.0	0.0	Annual Average	3.6	3.8	3.7	Annual Average	5.9	5.7	5.3	
Average Apr-Dec	3.6	3.7	3.7	Average Apr-Dec	0.0	0.0	0.0	Average Apr-Dec	3.6	3.7	3.7	Average Apr-Dec	5.5	5.6	5.1	
No of Employees at 31 December 2023			888	No of Employees at 31 December 2023			0	No of Employees at 31 December 2023			888	No of Employees at 31 December 2023			16185	

## Absence Trends - 2021/2022, 2022/2023 &amp; 2023/2024

## Housing &amp; Technical Resources

APT&C				Manual Workers				Resource Total				Council Wide			
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024
	%	%	%		%	%	%		%	%	%		%	%	%
April	3.2	5.5	5.7	April	3.6	10.6	6.9	April	3.3	7.6	6.2	April	4.3	5.6	5.1
May	2.9	4.5	4.9	May	4.2	8.1	6.1	May	3.4	6.0	5.4	May	4.9	5.4	5.1
June	3.5	4.9	5.4	June	6.2	8.5	6.8	June	4.6	6.4	6.0	June	4.7	5.3	4.7
July	4.0	5.5	5.0	July	5.7	8.9	8.1	July	4.7	6.9	6.2	July	4.0	4.6	3.8
August	4.9	4.7	5.1	August	7.9	7.1	8.5	August	6.2	5.7	6.4	August	4.7	4.4	4.1
September	5.8	4.5	4.7	September	8.1	6.3	7.8	September	6.8	5.2	6.0	September	6.4	5.4	5.3
October	5.2	4.3	4.9	October	9.0	7.8	5.2	October	6.8	5.8	5.0	October	6.3	5.8	5.1
November	5.7	4.6	4.8	November	9.2	7.8	6.7	November	7.2	5.9	5.6	November	6.9	6.5	6.2
December	4.6	4.4	5.1	December	9.5	7.2	7.4	December	6.7	5.6	6.0	December	6.9	7.0	6.6
January	5.2	4.5		January	8.8	5.5		January	6.7	4.9		January	7.0	5.8	
February	6.4	4.4		February	8.5	6.2		February	7.3	5.1		February	6.6	5.9	
March	7.8	5.3		March	10.7	6.8		March	9.0	5.9		March	7.9	6.4	
Annual Average	4.9	4.8	5.0	Annual Average	7.6	7.6	6.8	Annual Average	6.1	5.9	5.7	Annual Average	5.9	5.7	5.3
Average Apr-Dec	4.4	4.8	5.1	Average Apr-Dec	7.0	8.0	7.1	Average Apr-Dec	5.5	6.1	5.9	Average Apr-Dec	5.5	5.6	5.1
No of Employees at 31 December 2023			883	No of Employees at 31 December 2023			558	No of Employees at 31 December 2023			1441	No of Employees at 31 December 2023			16185

## Absence Trends - 2021/2022, 2022/2023 &amp; 2023/2024

## Social Work Resources

Social Work Resources															
APT&C				Manual Workers				Resource Total				Council Wide			
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024
	%	%	%		%	%	%		%	%	%		%	%	%
April	4.5	6.2	6.5	April	9.6	12.6	9.4	April	6.2	8.3	7.4	April	4.3	5.6	5.1
May	5.0	5.7	5.8	May	9.3	10.1	8.4	May	6.5	7.1	6.6	May	4.9	5.4	5.1
June	3.9	5.9	5.5	June	7.6	11.3	8.6	June	5.2	7.6	6.5	June	4.7	5.3	4.7
July	6.1	6.0	5.4	July	10.3	11.8	8.8	July	7.5	7.9	6.5	July	4.0	4.6	3.8
August	7.3	6.0	4.8	August	10.2	10.8	8.6	August	8.2	7.5	6.0	August	4.7	4.4	4.1
September	7.6	5.9	5.6	September	10.3	9.6	9.3	September	8.5	7.1	6.8	September	6.4	5.4	5.3
October	6.9	5.8	6.5	October	11.3	10.4	8.5	October	8.4	7.3	7.1	October	6.3	5.8	5.1
November	6.2	6.0	7.3	November	10.8	10.4	9.0	November	7.7	7.4	7.8	November	6.9	6.5	6.2
December	5.5	6.4	7.4	December	11.1	10.6	9.5	December	7.3	7.7	8.1	December	6.9	7.0	6.6
January	7.4	5.2		January	13.0	12.0		January	9.2	7.4		January	7.0	5.8	
February	7.5	5.8		February	10.1	11.0		February	8.3	7.5		February	6.6	5.9	
March	8.0	7.0		March	12.8	10.9		March	9.5	8.2		March	7.9	6.4	
Annual Average	6.3	6.0	6.1	Annual Average	10.5	11.0	9.5	Annual Average	7.7	7.6	7.2	Annual Average	5.9	5.7	5.3
Average Apr-Dec	5.9	6.0	6.1	Average Apr-Dec	10.1	10.8	8.9	Average Apr-Dec	7.3	7.5	7.0	Average Apr-Dec	5.5	5.6	5.1
No of Employees at 31 December 2023			1868	No of Employees at 31 December 2023			1049	No of Employees at 31 December 2023			2917	No of Employees at 31 December 2023			16185

											Appendix 7
Absence by long and short term											
From: 1 October 2023 to 31 December 2023											
		October 2023			November 2023			December 2023			
Resource	No of employees	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	3436	2.1	4.2	6.3	2.7	4.6	7.3	2.3	4.5	6.8	
Education	7503	1.5	2.5	4.0	2.5	3.1	5.6	2.3	4.0	6.3	
Finance and Corporate	888	1.1	2.1	3.2	1.4	2.1	3.5	1.3	2.0	3.3	
Housing & Technical	1441	2.1	2.9	5.0	2.3	3.3	5.6	2.0	4.0	6.0	
Social Work	2917	2.3	4.8	7.1	3.0	4.8	7.8	4.2	3.9	8.1	
Council Overall for October 2023 to December 2023	16185	1.8	3.3	5.1	2.5	3.7	6.2	2.5	4.1	6.6	



Attendance Monitoring Absence Classification												
From : 1 December 2023 - 31 December 2023												
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	1344	28	1300	14	77	14	424	25	815	19	3960	19
Psychological	1407	29	3387	36	188	34	547	32	1660	40	7189	35
Stomach, Bowel, Blood, Metabolic Disorders	405	8	1047	11	61	11	162	10	455	11	2130	10
Respiratory	761	16	1750	19	121	22	274	16	437	10	3343	16
Other Classification	856	18	1941	21	111	20	292	17	834	20	4034	20
<b>Total Days Lost By Resource</b>	4773	100	9425	100	558	100	1699	100	4201	100	20656	100
<b>Total Work Days Available</b>	69981		148432		16807		28302		51755			
From : 1 December 2022 - 31 December 2022												
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	1416	24	1027	10	90	11	498	30	862	21	3893	17
Psychological	1659	29	3486	33	384	46	328	20	1209	30	7066	31
Stomach, Bowel, Blood, Metabolic Disorders	405	7	1041	10	55	7	115	7	395	10	2011	9
Respiratory	1198	21	2696	26	113	14	380	23	738	18	5125	23
Other Classification	1141	20	2181	21	190	23	315	19	816	20	4643	20
<b>Total Days Lost By Resource</b>	5819	100	10431	100	832	100	1636	100	4020	100	22738	100
<b>Total Work Days Available</b>	72489		153386		19236		29348		52210			
*WDL = Work Days Lost												

Occupational Health Reports

From: 1 October - 31 December 2023 comparison with 1 October - 31 December 2022

Medical Referrals											
		Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals			
			Teachers	Others							
Total (Oct - Dec 2023)		92	27	50	13	52	89	323			
Total (Oct - Dec 2022)		104	42	61	21	60	119	407			

No of Employees Referred For Physiotherapy			No of Employees Referred To Employee Support Officer			No of Employees Referred For Cognitive Behavioural Therapy		
Resource	Oct - Dec 2022	Oct - Dec 2023	Resource	Oct - Dec 2022	Oct - Dec 2023	Resource	Oct - Dec 2022	Oct - Dec 2023
Community and Enterprise	106	128	Community and Enterprise	108	100	Community and Enterprise	0	0
Education (Teachers)	70	76	Education	243	256	Education	1	2
Education (Others)	102	83	Finance and Corporate	33	18	Finance and Corporate	0	0
Finance and Corporate	18	21	Housing and Technical	32	34	Housing and Technical	0	2
Housing and Technical	49	61	Social Work	98	132	Social Work	0	2
Social Work	101	107	Total	514	540	Not Disclosed	2	4
Total	446	476				Total	3	10

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 2023)	27	0	0	0	49	0	62	31	0	169	0
Total (Oct - Dec 2022)	38	0	0	0	108	0	0	21	0	167	0
Total								Total Referrals (Oct - Dec 2023)		169	
								Total Referrals (Oct - Dec 2022)		167	

M = MANAGEMENT REFERRAL    S = SELF REFERRAL

**Analysis of Accidents/ Incidents  
Comparison  
Cause of Accidents/ Incidents to employees**

**From: 1 October - 31 December 2023 comparison with 1 October - 31 December 2022**

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023
Specified Injury	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Specified Injury*</b>	0	0	0	0	0	0	0	0	0	0	0	0
Over 7-day	4	7	1	2	0	0	0	1	2	2	7	12
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
<b>Total Over 7-day**</b>	4	7	1	2	0	0	0	1	2	2	7	12
Over 3-day	0	0	0	2	0	0	0	0	0	1	0	3
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
<b>Total Over 3-day**</b>	0	0	0	2	0	0	0	0	0	1	0	3
Minor	14	26	10	14	0	1	5	5	14	17	43	63
Near Miss	4	11	1	7	0	0	2	0	0	2	7	20
Violent Incident: Physical	3	4	391	368	0	0	1	0	8	29	403	401
Violent Incident: Verbal	7	3	9	45	0	0	1	0	2	4	19	52
<b>Total Minor***</b>	28	44	411	434	0	1	9	5	24	52	472	536
<b>Total Accidents/Incidents</b>	32	51	412	438	0	1	9	6	26	55	479	551

\*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.

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

## Record of Disciplinary Hearings

From: 1 October - 31 December 2023 comparison with 1 October - 31 December 2022

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	0	17	N/A	17	0	2	N/A	2	0	15	N/A	15	13	2	2	88%
Education	1	1	2	4	0	0	0	0	1	1	2	4	3	0	1	75%
Finance and Corporate	1	0	N/A	1	0	0	N/A	0	1	0	N/A	1	0	1	0	100%
Housing and Technical	1	0	N/A	1	0	0	N/A	0	1	0	N/A	1	0	1	0	100%
Social Work	2	4	N/A	6	0	1	N/A	1	2	3	N/A	5	4	1	1	83%
Total (Oct - Dec 2023)	5	22	2	29	0	3	0	3	5	19	2	26	20	5	4	86%
Total (Oct - Dec 2022)	9	37	1	47	1	2	0	3	8	35	1	44	25	10	12	74%

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 2023)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total (Oct - Dec 2022)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

\*Resources nil responses are not included in figures

## Appeal's Panel

From: 1 October - 31 December 2023

Appeal's Panel	Upheld	Upheld in Part	Not Upheld	Total	Withdrawn	Appeals pending to date
Total	0	0	3	3	2	5

						Appendix 12a
<b>Record of Grievances</b>						
From: 1 October - 31 December 2023 comparison with 1 October - 31 December 2022						
<b>Grievances</b>	<b>No of Grievances</b>	<b>No Resolved at Stage 1</b>	<b>No Resolved at Stage 2</b>	<b>No Resolved at Stage 3</b>	<b>Still in Process</b>	
Total (Oct - Dec 2023)	1	0	1	0	0	
Total (Oct - Dec 2022)	7	1	6	0	0	
<b>Dignity at Work</b>						
From: 1 October - 31 December 2023 comparison with 1 October - 31 December 2022						
<b>Dignity at Work</b>	<b>No of Incidents</b>	<b>No Resolved at Informal Stage</b>	<b>No Resolved at Formal Stage</b>	<b>No of Appeals</b>	<b>Appeals in Process</b>	<b>Still in Process</b>
Total (Oct - Dec 2023)	1	0	0	0	0	1
Total (Oct - Dec 2022)	0	0	0	0	0	0

				Appendix 12b	
Referrals for Workplace Mediation					
As at December 2023					
Workplace Mediation	Oct-23	Nov-23	Dec-23		
No of Referrals	0	0	0		
*No of Successful Cases	1	0	0		
*No of Unsuccessful Cases	0	0	0		
No of cases unsuitable for mediation	0	0	0		
Workplace Mediation	Oct-22	Nov-22	Dec-22		
No of Referrals	0	0	0		
*No of Successful Cases	1	0	0		
*No of Unsuccessful Cases	0	0	0		
No of cases unsuitable for mediation	0	1	0		
*successful/unsuccessful case outcomes may be shown outwith the month they were referred.					

							Appendix 13
Analysis of leavers and exit interviews							
From 1 October - 31 December 2023							
Reason for leaving	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
Career Advancement	7	9	3	1	7	27	51%
Personal Reasons	0	5	0	1	3	9	12%
Moving outwith area	2	3	0	0	2	7	4%
Poor relationship with managers / colleagues	2	0	0	1	0	3	4%
Disatisfaction with terms and conditions	1	1	0	0	0	2	3%
Travelling difficulties	0	0	0	0	1	1	0%
Other	3	0	0	0	1	4	18%
Number of exit interviews conducted	15	18	3	3	14	53	
Total no. of leavers per Resource eligible for an exit interview	41	47	13	21	37	159	
% of leavers interviewed	37%	38%	23%	14%	38%	33%	
From 1 October - 31 December 2022							
Number of exit interviews conducted	9	18	1	4	23	55	
Total no. of leavers per Resource eligible for an exit interview	46	37	10	9	60	162	
% of leavers interviewed	20%	49%	10%	44%	38%	34%	
* Note these totals include temporary employees							

Appendix 13a														
October to December 2023	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		Plan to remove for savings	
Resource	Total FTE*	Total H/C**	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C
Community & Enterprise	60.99	106.00	54.72	99.00	2.27	3.00	0.00	0.00	4.00	4.00	0.00	0.00	0.00	0.00
Education	56.18	79.00	54.64	77.00	0.00	0.00	0.00	0.00	0.00	0.00	1.54	2.00	0.00	0.00
Finance & Corporate	16.28	21.00	14.28	19.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	1.00	1.00
Housing & Technical	31.30	40.00	27.59	36.00	0.00	0.00	0.00	0.00	1.71	2.00	2.00	2.00	0.00	0.00
Social Work	56.28	79.00	54.28	75.00	0.00	0.00	0.00	0.00	0.00	2.00	1.00	1.00	1.00	1.00
<b>Total</b>	<b>221.03</b>	<b>325</b>	<b>205.51</b>	<b>306</b>	<b>2.27</b>	<b>3</b>	<b>0.00</b>	<b>0</b>	<b>5.71</b>	<b>8</b>	<b>5.54</b>	<b>6</b>	<b>2.00</b>	<b>2</b>
<b>Cumulative Grand Total</b>	<b>943.18</b>	<b>1319</b>	<b>900.29</b>	<b>1233</b>	<b>7.56</b>	<b>40</b>	<b>0.95</b>	<b>1</b>	<b>13.01</b>	<b>19</b>	<b>17.84</b>	<b>21</b>	<b>3.53</b>	<b>5</b>



**Recruitment Monitoring**  
**Analysis of Gender, Disability, Ethnicity and Age**

**From : 1 October - 31 December 2023**

<b>Total Number of applications received:</b>	<b>3669</b>
<b>Total Number of Equal Opportunities Monitoring forms received:</b>	<b>3579</b>
<b>Total Number of posts recruited for:</b>	<b>332</b>
<b>Total Number of appointments:</b>	<b>252</b>

<b>Gender / Disability / Age</b>						
	<b>Applied</b>	<b>Interviewed</b>	<b>Appointed</b>	<b>% of Applicants interviewed</b>	<b>% of Applicants appointed</b>	<b>% of Interviewees appointed</b>
<b>Total EO Forms Received</b>	<b>3579</b>	<b>1085</b>	<b>223</b>	<b>30%</b>	<b>6%</b>	<b>21%</b>
<b>Total No of Male Applicants</b>	1160	358	68	31%	6%	19%
<b>Total No of Female Applicants</b>	2406	721	145	30%	6%	20%
<b>Total No of Disabled Applicants</b>	119	64	6	54%	5%	9%
<b>Total No of applicants aged under 50</b>	2836	841	173	30%	6%	21%
<b>Total No of applicants aged over 50</b>	710	237	40	33%	6%	17%
<b>Total No of White applicants</b>	3083	974	207	32%	7%	21%
<b>Total No of Black/Ethnic minority applicants*</b>	451	96	5	21%	1%	5%
<b>Total No of Veteran applicants</b>	44	25	0	57%	0%	0%

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

**From : 1 July - 30 September 2022**

<b>Total Number of applications received:</b>	<b>2579</b>
<b>Total Number of Equal Opportunities Monitoring forms received:</b>	<b>2533</b>
<b>Total Number of posts recruited for:</b>	<b>678</b>
<b>Total Number of appointments:</b>	<b>465</b>

<b>Gender / Disability / Age</b>						
	<b>Applied</b>	<b>Interviewed</b>	<b>Appointed</b>	<b>% of Applicants interviewed</b>	<b>% of Applicants appointed</b>	<b>% of Interviewees appointed</b>
<b>Total EO Forms Received</b>	<b>2533</b>	<b>1094</b>	<b>435</b>	<b>43%</b>	<b>17%</b>	<b>40%</b>
<b>Total No of Male Applicants</b>	683	304	101	45%	15%	33%
<b>Total No of Female Applicants</b>	1840	788	322	43%	18%	41%
<b>Total No of Disabled Applicants</b>	62	31	5	50%	8%	16%
<b>Total No of applicants aged under 50</b>	2026	835	327	41%	16%	39%
<b>Total No of applicants aged over 50</b>	472	245	90	52%	19%	37%
<b>Total No of White applicants</b>	2338	1046	409	45%	17%	39%
<b>Total No of Black/Ethnic minority applicants*</b>	162	38	12	23%	7%	32%
<b>Total No of Veteran applicants</b>	32	24	0	75%	0%	0%

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

### QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 9 DECEMBER 2023

#### Analysis by Resource

Resource	Total Number of Employees					Full-Time Equivalent Salary Band									
	Total	Male		Female		Total	Chief Officer	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
		F/T	P/T	F/T	P/T										
Community & Enterprise Resources	3114	1222	269	202	1421	2188.21	5.00	1514.30	359.98	244.18	44.05	15.70	0.00	5.00	0.00
Education - Others	3309	125	96	668	2420	2415.94	4.00	1184.67	959.54	143.27	46.00	11.00	0.00	62.66	4.80
Education - Teachers	3915	698	81	2217	919	3528.45	0.00	0.00	0.00	0.00	0.00	1.00	0.00	6.60	3520.85
Finance & Corporate Resources	830	192	14	399	225	753.56	8.00	104.29	350.02	216.67	53.28	21.30	0.00	0.00	0.00
Housing & Technical	1278	791	24	330	133	1217.72	3.00	200.18	619.36	355.58	29.60	10.00	0.00	0.00	0.00
Social Work Resources	2727	200	210	1001	1316	2386.18	3.00	333.37	1458.96	525.30	31.80	33.75	0.00	0.00	0.00
						8961.61	(excluding Teachers)								
<b>Total All Staff</b>	<b>15173</b>	<b>3228</b>	<b>694</b>	<b>4817</b>	<b>6434</b>	<b>12490.06</b>	<b>23.00</b>	<b>3336.81</b>	<b>3747.86</b>	<b>1485.00</b>	<b>204.73</b>	<b>92.75</b>	<b>0.00</b>	<b>74.26</b>	<b>3525.65</b>

### QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 9 SEPTEMBER 2023

#### Analysis by Resource

Resource	Total Number of Employees					Full-Time Equivalent Salary Band									
	Total	Male		Female		Total	Chief Officer	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
		F/T	P/T	F/T	P/T										
Community & Enterprise Resources	3140	1248	260	204	1428	2213.56	5.00	1535.63	371.38	236.50	44.05	16.00	0.00	5.00	0.00
Education - Others	3296	130	94	672	2400	2414.69	4.00	1185.77	951.66	144.40	49.60	10.00	0.00	62.46	6.80
Education - Teachers	3923	700	81	2235	907	3539.95	0.00	0.00	0.00	0.00	0.00	1.00	0.00	6.60	3532.35
Finance & Corporate Resources	841	196	15	400	230	761.82	8.00	111.26	357.34	213.64	50.28	21.30	0.00	0.00	0.00
Housing & Technical	1286	802	25	332	127	1228.24	3.00	205.10	623.16	357.38	29.60	10.00	0.00	0.00	0.00
Social Work Resources	2756	199	207	1004	1346	2411.06	3.00	350.14	1461.14	529.23	36.80	30.75	0.00	0.00	0.00
						9029.37	(excluding Teachers)								
<b>Total All Staff</b>	<b>15242</b>	<b>3275</b>	<b>682</b>	<b>4847</b>	<b>6438</b>	<b>12569.32</b>	<b>23.00</b>	<b>3387.90</b>	<b>3764.68</b>	<b>1481.15</b>	<b>210.33</b>	<b>89.05</b>	<b>0.00</b>	<b>74.06</b>	<b>3539.15</b>

# Report

9

Report to:	<b>Finance and Corporate Resources Committee</b>
Date of Meeting:	<b>6 March 2024</b>
Report by:	<b>Head of Finance (Strategy), Finance and Corporate Resources</b>

Subject:	<b>Treasury Management Activity – 2023/2024 Third Quarter Review</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide a third quarter review of Treasury Management Activity for 2023/2024

## 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 2023 to 31 December 2023.

## 4. Market Performance

4.1. At the time of writing the base rate was 5.25% and the Bank of England Asset Purchase Programme (commonly referred to as its policy of quantitative easing) was £738bn. The Council's Treasury Management Advisers are predicting that the base rate has now peaked and will begin to fall during the second quarter of 2024/2025.

## 5. Debt Management and Borrowing Strategy

5.1. The Council began the year with debt of £1,036.302m with fixed rate loans from the Public Works Loans Board (PWLb) making up 99.18% of the debt.

5.2. Table 1 shows the movement in borrowing from 1 April 2023 to 31 December 2023. 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 2023**

	Balance at 01/04/2023 £m	New Borrowing £m	Debt Maturing £m	Debt Repaid £m	Balance at 31/12/2023 £m	Increase/ Decrease in Borrowing £m
Short Term Borrowing	21.770	0.000	(21.770)	0.000	0.000	(21.770)
Long Term Borrowing	1,014.532	0.000	0.00	0.000	1,014.532	0.000
<b>TOTAL BORROWING</b>	<b>1,036.302</b>	<b>0.000</b>	<b>(21.770)</b>	<b>0.000</b>	<b>1,014.532</b>	<b>(21.770)</b>

- 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 an expected funding requirement of £266.257 million for 2023/2024 including £166.307 million carried over from 2022/2023. The report to South Lanarkshire Council on Service Concessions in January 2023 introduced a strategy that recognised the level of reserves and cash balances held by the council to reduce the need to borrow for this funding requirement. After taking these into account, the council has an expected borrowing requirement of £73.855 million for 2023/2024.
- 5.5. The Executive Director (Finance and Corporate Resources), under delegated powers, will continue to 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 2023/2024 was approved by South Lanarkshire Council on 22 February 2023. This included details of permitted investments for the Council.
- 6.3. Prior to depositing funds with any bank or building society, checks are made with the Council’s treasury adviser, Link Asset Services, that the institution is considered safe and that any deposit conforms to their recommended time duration as determined by their Rating Methodology. This methodology uses credit ratings, rating watches and outlooks and credit default swap (CDS) prices to establish a suggested time duration for deposits.

- 6.4. Deposits made in the period 1 April 2023 to 31 December 2023 totalled £1,200.332 million. This is the cumulative deposits placed over this period. This is broken down per sector and institution in Table 2. 82.23% of these deposits were made with the UK Government through the Debt Management Office (DMO) deposit facility.
- 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 15.69% of deposits. The remaining 2.08% was placed in instant access call accounts with Bank of Scotland and The Royal Bank of Scotland.

**Table 2 – Investment Activity 1 April 2023 to 31 December 2023**

<b>Counterparty</b>	<b>Deposit Totals (£m)</b>	<b>% of Total Deposits</b>	<b>Average Interest Rate</b>
<b>Deposits in UK Government</b>			
Debt Management Account Deposit Facility	987.000	82.23%	4.84%
<b>Total Deposits in UK Government</b>	<b>987.000</b>	<b>82.23%</b>	<b>4.84%</b>
<b>Deposits in UK Local Authorities</b>	<b>188.300</b>	<b>15.69%</b>	<b>5.15%</b>
<b>Deposits in UK Banks and Building Societies:</b>			
Bank of Scotland	22.732	1.89%	4.61%
Royal Bank of Scotland	2.300	0.19%	1.00%
<b>Total Deposits in UK Banks and Building Societies</b>	<b>25.032</b>	<b>2.08%</b>	<b>4.28%</b>
<b>Total Deposits 01/04/2023 to 31/12/2023</b>	<b>1,200.332</b>	<b>100.00%</b>	<b>4.88%</b>

- 6.6. The average interest rates achieved from the deposits are also shown in Table 3. Interest rates achievable for deposits have been increasing, however there is still a differential between these and the rates at which the Council can borrow.
- 6.7. Actual deposits as at 31 December 2023 totalled £108.678 million.

## **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. As noted in section 6.2, the Treasury Management Strategy was approved in February 2023 and set a framework for Treasury Management activities in 2023/2024. It also set limits on debt and investments in order to mitigate risks.
- 7.2. The Annual Investment Strategy for 2023/2024, also approved in February 2023, included details on how risk would be managed for all permitted investments. This included criteria for placing deposits with the Debt Management Office (DMO), 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 3 to 5 show a breakdown of deposits with details of the credit ratings of banks and building societies used from 1 April 2023 to 31 December 2023. 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 3 – Fitch Ratings**

Long Term Rating	Short Term Rating	Deposits Totals	Percentage of Total Deposits
Deposits with DMO / UK Government (AA-)		987.000m	82.23%
Deposits with Local Authorities		188.300m	15.69%
A+	F1	25.032m	2.08%
<b>Total</b>		<b>1,200.332m</b>	<b>100.00%</b>

**Table 4 – Moody's Ratings**

Long Term Rating	Short Term Rating	Deposits Totals	Percentage of Total Deposits
Deposits with DMO / UK Government (Aa3)		987.000m	82.23%
Deposits with Local Authorities		188.300m	15.69%
A1	P-1	25.032m	2.08%
<b>Total</b>		<b>1,200.332m</b>	<b>100.00%</b>

**Table 5 – Standard and Poor's Ratings**

Long Term Rating	Short Term Rating	Deposits Totals	Percentage of Total Deposits
Deposits with DMO / UK Government (AA)		987.000m	82.23%
Deposits with Local Authorities		188.300m	15.69%
A+	A-1	22.732m	1.89%
A	A-1	2.300m	0.19%
<b>Total</b>		<b>1,200.332m</b>	<b>100.00%</b>

- 7.5. The tables above show that 97.92% of deposits were made with counterparties of very high credit quality (DMO / UK Government and other local authorities). The remaining 2.08% were deposits in instant access accounts with Bank of Scotland and The Royal Bank of Scotland.
- 7.6. The graph at Appendix 1 shows the duration of deposits made from 1 April 2023 to 31 December 2023. The graph shows that, since 1 April 2023, all deposits have been made for 1 year or less. The maximum maturity period of 183 days was for a deposit of £5.000 million.
- 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. 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 or 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 2022/2023 were set in the Prudential Indicators, Treasury Management Strategy and Annual Investment Strategy 2023/2024 approved by South Lanarkshire Council on 22 February 2023. These are shown in Table 6, along with a column showing the difference between the actual debt level and the limits (headroom).

**Table 6 – Limits for External Debt**

	Estimate as per 2023/24 Strategy	Minimum Headroom to Limits in period	Headroom as at 31/12/2023
	£m	£m	£m
Operational Limit for external debt	1,270.000	233.698	255.468
Authorised Limit for external debt	1,290.000	253.698	275.468

- 9.3. The indicator shows that we have not breached the operational and authorised limits to 31 December 2023. There has been a minimum level of headroom of £253.698 million between actual and authorised level for external debt in the period to 31 December 2023.
- 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 7.

**Table 7 – Limits on Maturity Structure**

Maturity Structure of Borrowing				
	Upper Limit	Lower Limit	Maximum for period to 31/12/23	Actuals as at 31/12/23
Under 12 months	30.00%	0.00%	2.10%	0.00%
12 months and 24 months	30.00%	0.00%	3.33%	3.33%
24 months and 5 years	50.00%	0.00%	25.66%	25.66%
5 years and 10 years	60.00%	0.00%	33.13%	33.13%
10 years and 20 years	60.00%	0.00%	4.29%	4.29%
20 years and 30 years	70.00%	0.00%	11.35%	11.35%
30 years and 40 years	80.00%	0.00%	22.24%	22.24%
40 years and 50 years	90.00%	0.00%	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 2023.

## **10. Employee Implications**

- 10.1. There are no employee implications.

## **11. Financial Implications**

- 11.1. Any deposit interest received offsets Loan Charges made to the Council's Revenue budget.
- 11.2. 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 or sustainability in terms of the information contained in this report.
- 12.2. There is also no requirement to carry out an environmental impact assessment in terms of the information contained within this report.

## **13. Other Implications (Including Environmental and Risk Issues)**

- 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.

**Jackie Taylor**  
**Head of Finance (Strategy)**

9 February 2024

### **Link(s) to Council Values/Priorities/Outcomes**

- ♦ Accountable, effective, efficient and transparent

### **Previous References**

- ♦ Prudential Indicators, Treasury Management Strategy and Annual Investment Strategy 2023/2024, South Lanarkshire Council, 22 February 2023
- ♦ Treasury Management Activity – 2023/2024 First Quarter Review, 27 September 2023
- ♦ Treasury Management Activity – 2023/2024 Second Quarter Review, 6 December 2023

### **List of Background Papers**

- ♦ None

### **Contact for Further Information**

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

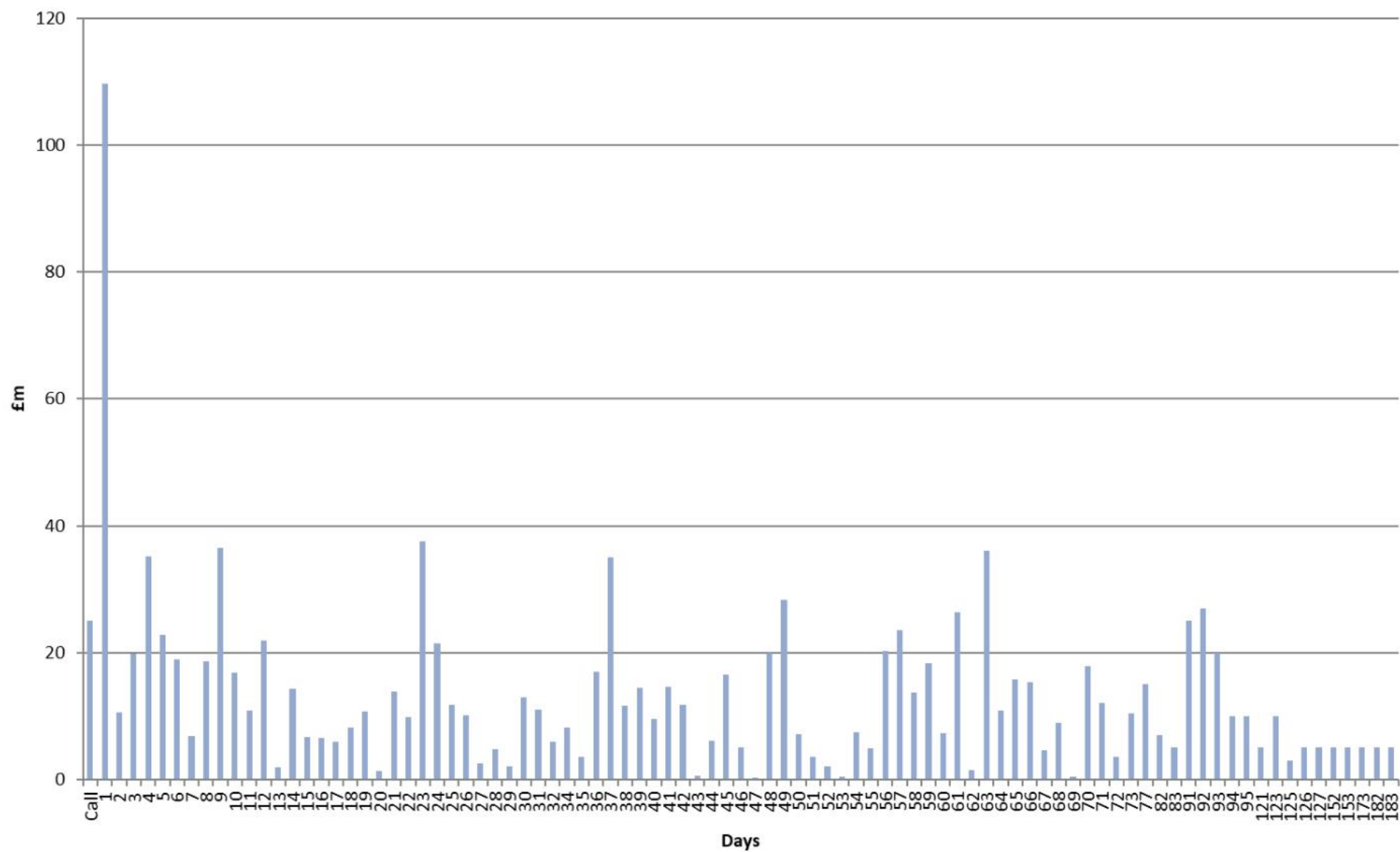
Jackie Taylor, Head of Finance

Ext: 5637 (Tel: 01698 455637)

E-mail: [jackie.taylor@southlanarkshire.gov.uk](mailto:jackie.taylor@southlanarkshire.gov.uk)



## Maturity of Deposits Placed 1 April 2023 - 31 December 2023





# Report

10

Report to:	<b>Finance and Corporate Resources Committee</b>
Date of Meeting:	<b>6 March 2024</b>
Report by:	<b>Chief Executive</b>

Subject:	<b>Revenue Collection and Approval for Write Offs</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise Committee of Revenue Collection performance for financial year 2023/2024 to 31 January 2024
- ◆ advise Committee of the position regarding the Business Rates Incentivisation Scheme (BRIS)
- ◆ 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 the current position in respect of BRIS be noted; and
- (3) that write offs for the following be approved:-
 

◆ Council Tax	£367,627.63
◆ Non-Domestic Rates	£308,194.95
◆ BID Levy	£3,649.55
◆ Sundry Debt	£476,867.06
◆ Housing Rent and associated charges	£2,230,788.77

## 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 2023/2024.

4.2. The annual Council Tax collection target for 2023/2024 has been set at 95.2%. Council Tax collection is currently 94.56%, ahead of target by 0.24% but behind comparable performance in 2022/2023 by 1.18%. Due to the Scottish Government's Cost of Living Award being allocated as an up-front cash payment at the beginning of 2022/2023, a comparison with the same period in 2023/2024 is not on a like-for-like basis.

- 4.3. A Non-Domestic Rates (NDR) collection target of 97.0% has been set for 2023/2024. NDR collection is currently 92.2%, ahead of target by 0.3% and behind comparable performance in 2022/2023 by 0.6%. The reduction in comparable performance is due to the profile of payments received in comparison with the same period last year.
- 4.4. The 2023/2024 annual target for Sundry Debt collection has been set at 97.0%. Sundry Debt collection to 31 January 2024 was 97.3%, ahead of target by 0.3% and ahead of comparable performance in 2022/2023 by 1.7%.

## **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 2023/2024 arrears annual target for Council Tax has been set at £3.000 million, with collection to 31 January 2024 of £2.828 million, ahead of target by £0.301 million (10.0%) but behind comparable performance in 2022/2023 by £0.432 million.
- 5.3. The 2023/2024 arrears target for NDR has been set at £2.000 million, with collection to 31 January 2024 of £2.263 million, ahead of target by £0.378 million (18.9%) but behind comparable performance in 2022/2023 by £0.760 million.
- 5.4. The 2023/2024 arrears target for Sundry Debt has been set at £9.519 million, with collection to 31 January 2024 of £8.863 million, behind target by 0.4% and behind comparable performance in 2022/2023 by 2.4%.

## **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 above the target. The buoyancy target 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).
- 6.3. Following a period of suspension due to the impact of Covid-19 from 2020/2021 to 2022/2023, the Scottish Government have advised of the re-instatement of the scheme, providing provisional targets for 2023/2024 and 2024/2025 of 1.20% and 1.10% respectively. Year to date performance is 1% with the position being closely monitored to the end of the financial year.

## **7. Proposals for Write Off**

- 7.1. Approval for write off of the following irrecoverable debts is requested from Committee. The Council has the power to write off accounts where the debtor is deceased, sequestrated, in liquidation or the debt is prescribed or where the debt is deemed uneconomical to pursue.
- 7.2. The proposed write off of Council Tax accounts dating from 1993/1994 to 2023/2024 totals £367,627.63, relating mainly to prescribed debt, sequestrations and estates of the deceased.

- 7.3. The value of accounts currently marked for write off in the Non-Domestic Rates system from rating years 2021/2022 to 2023/2024 totals £308,194.95. These debts are deemed to be irrecoverable because the debtor is in liquidation, has ceased trading or has been sequestered.
- 7.4. Approval is sought for the write off of Business Improvement District (BID) Levies totalling £3,649.55, 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 £476,867.06. Appendix 2 provides a breakdown of the proposed write-off over categories.
- 7.6. Approval is sought for the write off of former tenant rent arrears of £2,230,448.51 (including the final bulk write-offs for financial years 2018/2019 and 2019/2020) and factoring arrears of £340.26.
- 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**
- 10.1. There are no direct climate change, sustainability and natural environment implications arising from 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**  
**Chief Executive**

16 February 2024

**Link(s) to Council Values/Priorities/Outcomes**

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

**Previous References**

- ◆ Finance and Corporate Resources Committee - 6 December 2023

**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)

Ext: 4951 (Tel: 01698 454951)

E-mail: [craig.fergusson@southlanarkshire.gov.uk](mailto:craig.fergusson@southlanarkshire.gov.uk)

**SOUTH LANARKSHIRE COUNCIL**  
**REVENUES COLLECTION**  
**FOR PERIOD ENDING 31 JANUARY 2024**

	<b>Annual Cash Budget £000's</b>	<b>Budget Target to 31/01/24 £000's</b>	<b>Actual to 31/01/24 £000's</b>	<b>Variance to 31/01/24 £000's</b>		<b>% Variance to annual budget</b>	<b>Notes</b>
<b>FINANCIAL YEAR 2023/2024</b>							
Council Tax	154,165	152,762	153,136	374	over	0.24%	
Non-Domestic Rates	361,703	342,686	343,923	1,237	over	0.3%	
Sundry Debt	119,873	119,873	120,218	345	over	0.3%	
<b>ARREARS</b>							
Council Tax	3,000	2,527	2,828	301	over	10.0%	
Non-Domestic Rates	2,000	1,885	2,263	378	over	18.9%	
Sundry Debt	9,519	8,900	8,863	(37)	under	-0.4%	

**Appendix 2**

**BREAKDOWN OF PROPOSED  
SUNDRY DEBT WRITE-OFF**

<b>Resource</b>	<b>Service</b>	<b>No. of Accounts</b>	<b>Value (£)</b>
Housing & Technical	Estates	19	29,677.67
	H&T General	25	12,366.85
	Housing Support Services	12	1,908.64
	Rechargeable Repairs / Property Services	1,132	321,889.30
Social Work	Non-Residential Services	649	107,105.34
Finance & Corporate	Housing Benefit Overpayments / Licencing & Registration / Sundry Income Team	4	3,919.26
	<b>Total</b>	<b>1,841</b>	<b>476,867.06</b>



# Report

11

Report to:	<b>Finance and Corporate Resources Committee</b>
Date of Meeting:	<b>6 March 2024</b>
Report by:	<b>Chief Executive</b>

Subject:	<b>Communications and Strategy Services</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ request Committee approval for a change in the management lines for Communications and Strategy Services, to report directly to the Chief Executive

## 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 the changes outlined at paragraph 4.4 be approved.

## 3. Background

3.1. Communications and Strategy Services is currently part of Finance and Corporate Resources, alongside Administration and Legal, Finance (Strategy), Finance (Transactions), IT, and Personnel services.

3.2. As with all Finance and Corporate Resources' services, Communications and Strategy provides a range of key corporate services in support of all Resources. These are: Communications (Public and Press Relations, Digital, Graphics and Print), Research and Improvement (including performance reporting and Best Value), Community Engagement, and Resilience. There are 51 FTE employees in the Service.

## 4. Proposal

4.1. It is proposed that Communications and Strategy Services should become part of the office of the Chief Executive, with management lines changing accordingly and the Head of Communications and Strategy Services reporting directly to the Chief Executive.

4.2. The proposed change would in many ways formalise what are current de facto arrangements. To shorten reaction times in a world of ever-faster communications, the Chief Executive is kept aware of pressing issues at all times and is often the senior manager who is asked to approve actions taken. The Chief Executive is also the principal target, among officers, for information relating to the Council's performance and its pursuit of Best Value. The Chief Executive also must be kept aware at all times of important issues relating to resilience.

- 4.3. The model of an Office of the Chief Executive which includes direct management of a small number of core corporate services, across communications and strategy-type services, is used successfully at other large Scottish local authorities. Feedback from colleagues is those councils suggest the arrangements can assist quick decision-making and also lend additional authority to the output from such services.
- 4.4. It is therefore proposed that the entire Communications and Strategy Services moves from Finance and Corporate Resources to the Chief Executive's office. The Chief Executive would manage the service directly, but current reporting arrangements relating to finance and personnel matters will remain as they are, ie through the Finance and Corporate Resources Committee.

## **5 Employee Implications**

- 5.1 All conditions and working arrangements will remain as they are. Only the management line will change, from Finance and Corporate Resources Executive Director to the Chief Executive. This means only the Head of Service's reporting lines will change – those of all other employees will remain the same.

## **6 Financial Implications**

- 6.1 There are no financial implications.

## **7. Climate Change, Sustainability and Environmental Implications**

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

## **8 Other Implications**

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

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

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

**Paul Manning**  
**Chief Executive**

14 February 2024

## **Link(s) to Council Values/Priorities/Outcomes**

- ◆ Accountable, effective, efficient and transparent
- ◆ Focused on people and their needs
- ◆ Excellent employer

## **Previous References**

- ◆ None

## **List of Background Papers**

- ◆ None

## **Contact for Further Information**

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

Tom Little, Head of Communications and Strategy

Ext: 4904 (Tel: 01698454904)

E-mail: [tom.little@southlanarkshire.gov.uk](mailto:tom.little@southlanarkshire.gov.uk)



# Report

**12**

Report to:	<b>Finance and Corporate Resources Committee</b>
Date of Meeting:	<b>6 March 2024</b>
Report by:	<b>Chief Executive</b>

Subject:	<b>Finance and Corporate Resource Plan: Quarter 2 Progress Report 2023/2024</b>
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## **1. Purpose of Report**

1.1. The purpose of the report is to:-

- ♦ provide the Finance and Corporate Resource Plan Quarter 2 Progress Report 2023/2024, for the period 1 April 2023 to 30 September 2023

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

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

- (1) that the Finance and Corporate Resource Plan Quarter 2 Progress Report 2023-24 as summarised in paragraph 5.2. and attached as Appendix 2 of this report, be noted;
- (2) that the key achievements made by the Resource to date, as detailed in paragraph 5.3. of this report, be noted; and
- (3) that it be noted that there are no areas identified for improvement, as detailed in paragraph 5.4 of the report.

## **3. Background**

- 3.1. The Finance and Corporate Resource Plan 2023/2024 was approved by this Committee on 3 May 2023 and sets out the outcomes, measures and actions to be managed and delivered by the Resource for the financial year 2023/2024.
- 3.2. The Resource Plan follows the agreed corporate structure and style. The Plan is a key element of the Council's performance management arrangements and provides details of the context within which the Resource operates and establishes actions and measures for the year ahead based on the Outcomes set out in the Council Plan Connect 2022 to 2027.

## **4. Resource Outcomes 2023/2024**

- 4.1. The Resource has established a number of outcomes to support the delivery of the Connect Outcomes in 2023/2024. These are detailed at Appendix 1.

## **5. Quarter 2 Progress Report 2023/2024**

- 5.1. Progress against all Resource Plan measures is contained in the Quarter 2 Progress Report 2023/2024, attached as Appendix 2. This report has been produced from the Council's performance management reporting system IMPROVe, and uses a traffic light format with the following definitions to give a status report on each measure:

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

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

The overall summary of progress to date is set out in the table below. There remains a legacy impact of Covid 19 and the response to it in some areas, and performance should be considered in that context.

Status	Measures			
	Statistical	Project	Total	%
Blue	N/A	1	1	3%
Green	17	9	26	82%
Amber	2	0	2	6%
Red	0	0	0	0%
Report later/Contextual	0	3	3	9%
<b>Totals</b>	<b>19</b>	<b>13</b>	<b>32</b>	<b>100%</b>

(Data correct as at 6 Feb 2024)

- 5.3. Key achievements for 2023/2024, to date, are noted below:-

5.3.1.

Connect Outcome	Communities and Environment
Resource Outcome	Achievement
Individuals and communities in South Lanarkshire are engaged and able to participate in decision-making processes	<p>The Community Wish list is a way that local communities can make specific requests for support from Council suppliers or contractors that will benefit their local community, their projects and causes.</p> <p>The first wish was received on 27 February 2023 and by 27 October 2023 a total of 83 had come in. 12 wishes have been answered so far, including a light installed by Block Architects to illuminate a defibrillator available at Blantyre Old Parish Church. Other wishes are being progressed.</p>

<b>Connect Outcome</b>	<b>Education and Learning</b>
<b>Resource Outcome</b>	<b>Achievement</b>
	No Resource Outcomes for this Connect Outcome

<b>Connect Outcome:</b>	<b>Health and Wellbeing</b>
<b>Resource Outcome</b>	<b>Achievement</b>
	No Resource Outcomes for this Connect Outcome

<b>Connect Outcome:</b>	<b>Children and Young People</b>
<b>Resource Outcome</b>	<b>Achievement</b>
	No Resource Outcomes for this Connect Outcome

<b>Connect Outcome:</b>	<b>Housing and Land</b>
<b>Resource Outcome</b>	<b>Achievement</b>
	No Resource Outcomes for this Connect Outcome

<b>Connect Outcome</b>	<b>Our Economy</b>
<b>Resource Outcome</b>	<b>Achievement</b>
	Nothing to report this Quarter

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

<b>Delivering the Plan and achieving Best Value</b>	
<b>Resource Outcome</b>	<b>Achievement</b>
Customers experience high quality and improving council services	Following approval of the Statement of Licensing Policy for the Short Term Let licensing scheme by the Executive Committee on 2 November 2022, from within existing resources, a total of 213 applications were received with the majority being lodged within the final month prior to the Scottish Government deadline of 30 September 2023. Income from short term lets applications received since the introduction of the scheme has resulted in income of approximately £82,000.
The Council demonstrates high standards of	The Council submitted a favourable year-end position to the Council's Executive Committee on 21 June 2023. The Unaudited Annual Accounts were presented to the Risk and

Delivering the Plan and achieving Best Value	
Resource Outcome	Achievement
governance and sound financial stewardship	Audit Scrutiny Forum on 27 June 2023, before being submitted to External Audit by the statutory deadline of 30 June 2023.
The workforce has the skills, flexibility and capacity to deliver the council's priorities.	During the period 1 July 2023 – 30 September 2023, Council employees completed 43,505 eLearning modules. In the same period, 2,224 employees attended 290 classroom-based events, and 490 employees attended 59 virtual online events.
Digital and ICT service meet the needs of the council and its customers	Primary, Additional Support Needs and Early Years Refresh - 141 establishments were upgraded with over 4,000 devices delivered.
	Education establishments wireless expansion programme - over 30 establishments now have upgraded wireless functionality.

#### 5.4. Areas for improvement

There were no measures that were classified as 'red' (major slippage against timescale or shortfall against target).

#### 5.5. Report later

Measures in the quarterly progress reports which are not blue, red, amber or green can be assigned a status of 'report later' or 'contextual'. A further analysis, introduced to aid scrutiny of performance, is to follow up the measures in these categories from the Quarter 4 2022-23 report. There were no measures identified as 'report later' or 'contextual' in that report so no further action or analysis is required.

### 6. Employee Implications

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

### 7. Financial Implications

- 7.1. The outcomes within the Resource Plan are reflected in the respective annual Resource Revenue and Capital budgets and, longer term, within the framework of the council's approved Financial Strategy.

### 8. Climate Change, Sustainability and Environmental Implications

- 8.1. There are no climate change, sustainability or environmental implications as a result of this report.
- 8.2. The Council acknowledges the serious and immediate threat of climate change and is committed to accelerating the pace of action in response to the climate emergency and in Scotland's transition to a net-zero and climate resilient society and economy. All Resource Plans have recognised sustainable development and climate change as a key area of focus for 2023/2024.



## **9. Other Implications**

- 9.1. A significant element of the delivery of the outcomes in the Community Plan 2022 to 2032 will come through the achievement of the actions contained within Connect.
- 9.2. Resource Plan actions are assessed as part of the Resource's risk management arrangements and relevant issues have been added to the Resource Risk Register.

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

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

**Paul Manning**  
**Chief Executive**

6 February 2024

### **Link(s) to Council Values/Priorities/Outcomes**

- ♦ The Resource Plan has been structured upon the Vision, Values and Outcomes in the Council Plan Connect 2022-27

### **Previous References**

- ♦ Finance and Corporate Resources Quarter 2 Progress Report 2022/2023

### **List of Background Papers**

- ♦ Council Plan Connect 2022 to 2027 – approved by the full Council on 15 June 2022
- ♦ Finance and Corporate Resource Plan 2023/2024 – approved by Finance and Corporate Resources Committee on 3 May 2023

### **Contact for Further Information**

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

Tom Little (Head of Communications and Strategy)

Ext: 4904 (Tel: 01698 454904)

E-mail: [tom.little@southlanarkshire.gov.uk](mailto:tom.little@southlanarkshire.gov.uk)

## Finance and Corporate Resource Outcomes 2023-24

Connect Outcomes	Resource Outcomes
<b>Communities and Environment</b>	<ul style="list-style-type: none"> <li>Individuals and communities in South Lanarkshire are engaged and able to participate in decision-making processes</li> </ul>
<b>Education and Learning</b>	<ul style="list-style-type: none"> <li>No Resource Outcomes for this Connect Outcome</li> </ul>
<b>Health and Wellbeing</b>	<ul style="list-style-type: none"> <li>No Resource Outcomes for this Connect Outcome</li> </ul>
<b>Children and Young People</b>	<ul style="list-style-type: none"> <li>No Resource Outcomes for this Connect Outcome</li> </ul>
<b>Housing and Land</b>	<ul style="list-style-type: none"> <li>No Resource Outcomes for this Connect Outcome</li> </ul>
<b>Our Economy</b>	<ul style="list-style-type: none"> <li>A people-centred approach to recovery is implemented to help individuals, communities, businesses and the social and third sector thrive</li> </ul>
<b>Delivering the Plan and achieving Best Value</b>	<ul style="list-style-type: none"> <li>The council demonstrates high standards of governance and sound financial stewardship</li> <li>Customers experience high quality and improving council services</li> <li>The workforce has the skills, flexibility and capacity to deliver the council's priorities</li> <li>Digital and ICT services meet the needs of the council and its customers</li> </ul>

# **South Lanarkshire Council**

## **Finance and Corporate Resources**

# improve

## **Resource Plan**

### **Performance Report 2023-24** **Quarter 2 : April 2023 - September 2023**

(This represents the cumulative position to September 2023)

Summary - number of measures green, amber and red under each Council Plan Outcome / Theme

Council Outcome/ Theme	Green	Amber	Red	Report later / Contextual	Total
<i>Communities and Environment</i>					
<i>Education and Learning</i>					
<i>Health and Wellbeing</i>					
<i>Children and Young People</i>					
<i>Housing and Land</i>					
<b>Our Economy</b>	<b>3</b>				<b>3</b>
<b>Delivering the plan and achieving best value</b>	<b>14</b>	<b>2</b>			<b>16</b>
<b>Total</b>	<b>17</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>19</b>

## How to use this performance report

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

**Council Plan Outcome**

**Resource Plan outcome**

**Performance Indicators**

**Progress update (Cumulative)**

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

**Green**

Target met, or expected to be met with no issues

**Amber**

There may be problems or minor slippage against target

**Red**

Not on course to achieve target, major slippage anticipated

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

**Our Economy**

**A people-centred approach to recovery is implemented to help individuals, communities, businesses and the social and third sector thrive.**

Performance Indicators	Comments/ Progress	Status	This Year		Last 3 Years		
			Target	To Date			
Number of unemployed people supported via council-operated employability programmes	We have supported 2118 people in total of which 1934 are unemployed and 184 are employed	Green	1,000	1,934	2,135	1,322	1,348
Number of unemployed people gaining sustainable employment	This one of the highest job outcome results seen in the past five years.	Green	400	1,146	863	713	410
Number of unemployed people accessing further education or training	Exceeded target	Green	200 people	219 people	501 people	568 people	211 people

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

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

## Our Economy

**A people-centred approach to recovery is implemented to help individuals, communities, businesses and the social and third sector thrive.**

Performance Indicators	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
		Status	Target	To Date	2020/21	2021/22	2022/23
Number of unemployed people supported via council-operated employability programmes	This quarter has seen an increase in referrals to the Gateway and Connect 2 renewables programmes.	Green	1,350	544	1,348	1,934	1,687
Number of unemployed people gaining sustainable employment	The Transformational Review of employability has included the development of a new employer engagement team working across the council's employability programmes to support increased progression to employment.	Green	675	142	410	1,146	584
Number of unemployed people accessing further education or training	Routes to Work South have developed a range of sector based training opportunities during quarter 2	Green	225	80	211	219	536

## Delivering the plan and achieving best value

**The council demonstrates high standards of governance and sound financial stewardship**

Performance Indicators	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
		Status	Target	To Date	2020/21	2021/22	2022/23
Pay invoices within the target of 28 days	93.6% of invoices paid to period 6 have met the target of 28 days	Green	90.0%	93.6%	90.9%	93.4%	91.7%
Percentage of income due from Council Tax received by the end of the year - in year (incl water)	The annual Council Tax collection target for 2023/2024 has been set at 95.2%. Council Tax collection is currently 60.11%, ahead of target by 0.12%.	Green	95.20%	60.11%	94.89%	95.54%	96.77%
% of Non Domestic rates income achieved	Non Domestic rates collection is currently 48.9%, ahead of the Q2 target by 0.2%.	Green	97.0%	48.9%	96.8%	97.5%	97.8%
Sundry Income collection	To date, a collection rate of 97.3% has been achieved, 0.3% ahead of target.	Green	97.0%	97.3%	97.8%	98.1%	98.3%
Liquor licensing processing target - 97% within service targets	PI not met - business prioritised depending on nature of business. The slippage occurred due to a delay in processing minor variation applications, major variation applications being advertised and neighbour notifications sent and issuing occasional and extended hour licences. We prioritise the workload depending on the nature of the business. We always work to allocate tasks depending on the nature of the business within performance targets where possible.	Amber	97.0%	96.0%	100.0%	92.0%	96.0%
Registration processing target - 97% within service targets	Target has been achieved	Green	97.0%	100.0%	100.0%	93.0%	99.0%
Citizenship processing target - 97% within service targets	Target has been achieved	Green	97.0%	100.0%	100.0%	100.0%	100.0%



**Delivering the plan and achieving best value****The council demonstrates high standards of governance and sound financial stewardship**

Performance Indicators	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
		Status	Target	To Date	2020/21	2021/22	2022/23
Complaints processing target - 97% within service targets	Target has been achieved	Green	97.0%	100.0%	100.0%	100.0%	100.0%

**Customers experience high quality and improving council services**

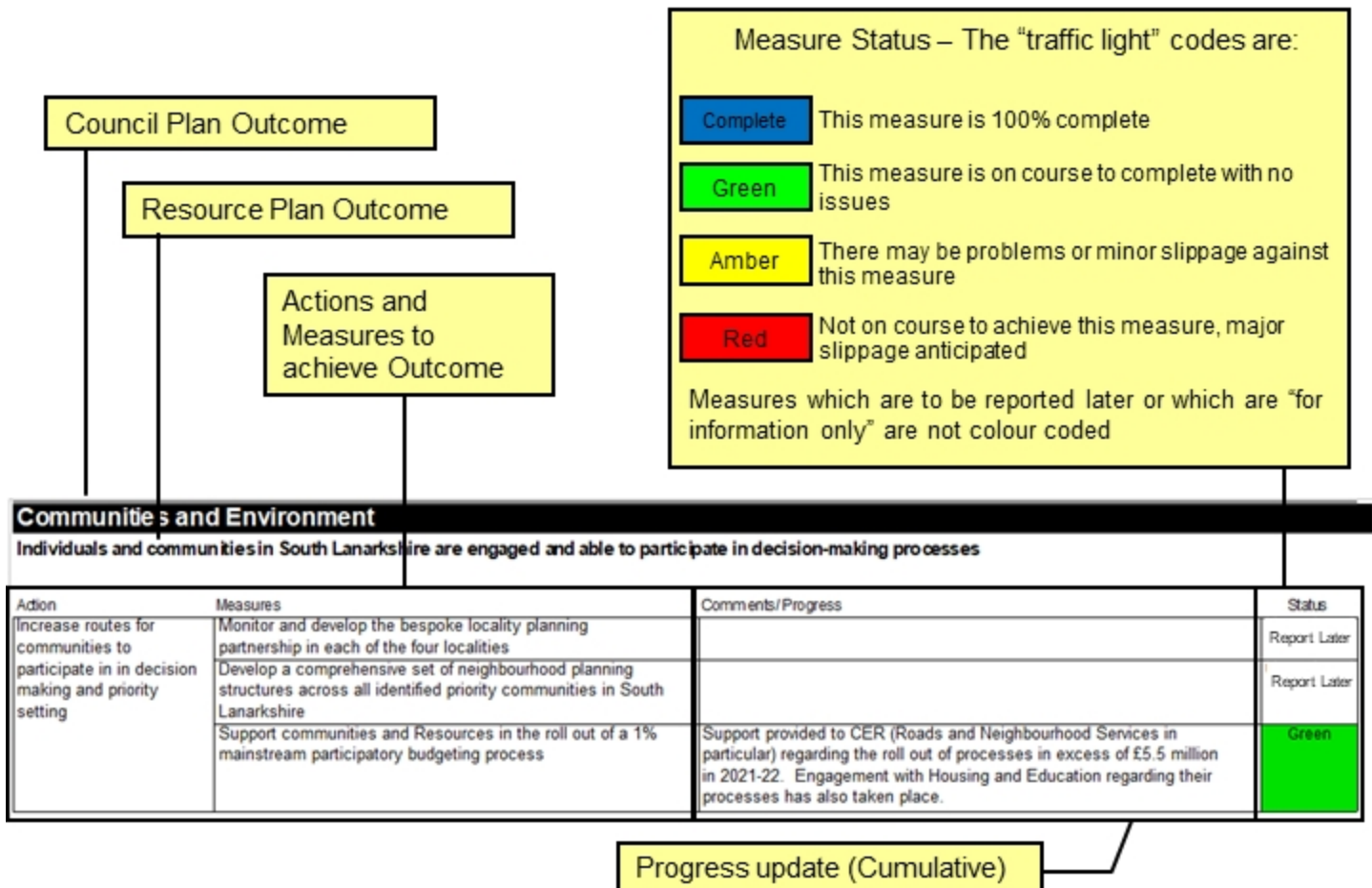
Performance Indicators	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
		Status	Target	To Date	2020/21	2021/22	2022/23
Customer Service Centre - % of calls answered	Target exceeded YTD 93% of all calls answered against a target of 90%.	Green	90.00%	93.00%	92.00%	93.00%	94.00%
Customer Service Centre – average queue time (in seconds)	YTD exceeded at 156 seconds against a target of 300 seconds	Green	300	156	93	158	134
Benefits administration – average processing times for new Housing Benefit and Council Tax Reduction claims	Processing times for new claims is currently 12 days, 2 days under target with annual target of 14 days expected to be achieved.	Green	14 days	12 days	13 days	13 days	12 days
Benefits administration – average processing times for Housing Benefit and Council Tax Reduction change in circumstances (local target)	Processing times for change in circumstances is currently 3 days, 1 day under target with annual target of 4 days expected to be achieved.	Green	4 days	3 days	-----	-----	-----
Money Matters Advice – customer service - % cases responded to within 5 days of initial customer contact (local target)	Currently achieving YTD 99.25% of client's are contacted within 5 working days of establishing contact with the service	Green	95.00%	99.25%	-----	-----	-----
Housing Benefit and Council Tax Reduction – accuracy of processing	Accuracy performance is currently 95.2%, exceeding the target.	Green	94.0%	95.2%	92.6%	94.4%	97.1%
Scottish Welfare Fund – average processing times for Crisis Grants	Processing times for Crisis Grants is currently equal to target.	Green	2 days	2 days	2 days	2 days	2 days
Scottish Welfare Fund – average processing times for Community Care grants	Processing times for Community Care Grants are currently over target by 7 working days. Processing times are behind target due to continuing high demand, however annual target of 15 days expected to be achieved. Community Care Grant processing times in September were 4 days less than the previous month, this being achieved through streamlining processes and re-aligning resources. This trend is expected to continue to bring us back into line with target.	Amber	15 days	22 days	12 days	16 days	13 days

Summary - number of measures complete, green, amber and red under each Council Plan Outcome / Theme

Council Outcome/ Theme	Complete	Green	Amber	Red	Report later	Total
<b>Communities and Environment</b>		<b>4</b>				<b>4</b>
<i>Education and Learning</i>						
<i>Health and Wellbeing</i>						
<i>Children and Young People</i>						
<i>Housing and Land</i>						
<b>Our Economy</b>		<b>1</b>				<b>1</b>
<b>Delivering the plan and achieving best value</b>	<b>1</b>	<b>4</b>			<b>3</b>	<b>8</b>
<b>Total</b>	<b>1</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>13</b>

## Guide to the Performance Measures report

Each of the performance measures is shown in the following pages of this report. The graphic below explains how the report is laid out and what information is presented .



## Communities and Environment

### Individuals and communities in South Lanarkshire are engaged and able to participate in decision-making processes

Action	Measures	Comments/ Progress	Status
Increase routes for communities to participate in decision making and priority setting	Increase activity around our Place Based Participatory Budgeting programme in priority neighbourhoods	Participatory Budgeting exercises ran in three Neighbourhood Planning areas in Q2: Whitehill, Cambuslang East and Fernhill, investing £102,317 in these communities. During this time, three further exercises are being planned for launching in Q3: Blantyre, Hamilton South and HUB- Hillhouse, Udston and Burnbank investing a further £69,525 across these communities.	Green
	Increase the number of communities with their own community-led neighbourhood plans	Stakeholder groups established during Q2 in Hamilton and East Kilbride to take forward two new neighbourhood plans. The East Kilbride group have agreed their question set and are now beginning to knock on doors in the area to engage with the local community.	Green
	Implement new approaches to community involvement in decision making such as a community Wishlist approach to community benefits and the delivery of the Shaping Places for Wellbeing project	The Community Wishlist continues to grow and is rapidly becoming a successful and popular tool. 21 wishes approved and live on the website from July to end of September after launching. Eight Wishes have been 'matched' and are either in process or have now been completed. Tables, guitars, convection heaters and a defibrillator have been gifted to local communities through the Wishlist this quarter. Total value of good and materials into local communities through the project is currently estimated to valued as worth £3,400.	Green
Take forward IT strategic developments	Complete procurement exercise to identify partner to meet SLC Digital Connectivity requirements, including improved availability and affordability of broadband and 4G/5G mobile services across the council area	Work has restarted, focusing on reviewing options/benefits of different digital connectivity options.	Green



## Our Economy

A people-centred approach to recovery is implemented to help individuals, communities, businesses and the social and third sector thrive.

Action	Measures	Comments/ Progress	Status
Deliver effective Employability Services to support Individuals and Business	Monitor and adjust the delivery plan agreed via the LEP and Community Planning Partners	Good progress has been made to continue to deliver the LEP plan. Contract extensions have been agreed with South Lanarkshire College and VASLAN. LEP subgroups have been established including an Operational group, Tackling Child Poverty Group and Health subgroup to focus on planning for the devolution of previous Fairstart funds from April 2024.	Green

## Delivering the plan and achieving best value

The council demonstrates high standards of governance and sound financial stewardship

Action	Measures	Comments/ Progress	Status
Lead financial planning and reporting for the council	Financial Strategy to be agreed by June 2023	The Council's Revenue Budget Strategy for 2024/2025 was approved by the Council's Executive Committee on 21 June 2023. This will be updated during the year as required.	Green
	Budget proposals to be considered by members by December 2023	A Members' Seminar is scheduled for November where savings proposals will be presented.	Report Later
	Budget agreed by March 2024		Report Later
	Capital programme for 2024-25 to be agreed by March 2024		Report Later

The council demonstrates high standards of governance and sound financial stewardship

Action	Measures	Comments/ Progress	Status
Governance	Consideration of the case for an additional emergency committee	The proposal for an additional emergency committee was considered and it was agreed that this would not progress as the arrangements which had been put in place during the pandemic for decision making under the delegated powers to the CEO, in consultation with political group leaders, worked well.	Complete

## Delivering the plan and achieving best value

### Digital and ICT services meet the needs of the council and its customers

Action	Measures	Comments/ Progress	Status
Take forward IT strategic developments	Migrate to new Integrated Housing and Property Management system by December 2024	Project has been initiated and on target to deliver.	Green
	Develop and deliver training plan to upskill IT staff in new technologies	Training identified and suite of courses now in place to deliver training plan by end of March 2024.	Green

### The workforce has the skills, flexibility and capacity to deliver the council's priorities

Action	Measures	Comments/ Progress	Status
Implement the Council Workforce Plans to match Service need	Resource Workforce Plans are in place and will be monitored and adjusted throughout the year. Any additional actions will be reported via Resource Workforce Monitoring reports	Resource workforce plans continued to be monitored through discussions at Resource management teams. The plans will be reviewed to take account of savings proposals as they are approved.	Green