

EXECUTIVE COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 19 December 2018

Chair:

Councillor John Ross (ex officio)

Councillors Present:

Councillor Alex Allison, Councillor John Anderson, Councillor John Bradley, Councillor Walter Brogan, Councillor Robert Brown, Councillor Jackie Burns (*substitute for Councillor Joe Lowe*), Councillor Graeme Campbell, Councillor Maureen Chalmers (Depute), Councillor Gerry Convery, Councillor Margaret Cooper, Councillor Peter Craig, Councillor Fiona Dryburgh, Councillor Joe Fagan, Councillor Allan Falconer, Councillor Alistair Fulton, Councillor Lynsey Hamilton, Councillor Ann Le Blond, Councillor Eileen Logan, Councillor Katy Loudon, Councillor Hugh Macdonald (*substitute for Councillor David Shearer*), Councillor Colin McGavigan, Councillor Mark McGeever, Councillor Jim McGuigan, Councillor Gladys Miller, Councillor Richard Nelson, Councillor Mo Razzaq (*substitute for Councillor Davie McLachlan*), Councillor Josh Wilson

Councillors' Apologies:

Councillor Joe Lowe, Councillor Davie McLachlan, Councillor David Shearer

Attending:

Chief Executive's Service

L Freeland, Chief Executive

Community and Enterprise Resources

M McGlynn, Executive Director

Education Resources

T McDaid, Executive Director

Finance and Corporate Resources

P Manning, Executive Director; G Bow, Administration Manager; J Burke, Administration Assistant; T Little, Head of Communications and Strategy; G McCann, Head of Administration and Legal Services; K McVeigh, Head of Personnel Services

Housing and Technical Resources

D Lowe, Executive Director; A Finnan, Head of Housing Services

Social Work Resources/Health and Social Care

V de Souza, Director

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Executive Committee held on 21 November 2018 were submitted for approval as a correct record.

Following discussion, and having been provided with information by the Head of Administration and Legal Services, Councillor Allison requested that his concerns be noted that the content relating to the item on Representation on South Lanarkshire Leisure and Culture Limited Board did not accurately reflect the discussion that had taken place.

Councillor Brown then referred to the same item in the minutes and requested that an update be provided to members detailing, as far as possible, the position in respect of the relationship between the Council and South Lanarkshire Leisure and Culture Limited.

In response, the Chief Executive advised that he would assess what information could be provided to elected members.

The Chief Executive also confirmed that, in considering the position, independent legal advice had been sought on the Council's position and he was satisfied that there were no concerns for the Council in terms of conflict of interest.

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

3 Capital Budget Monitoring for Period 8 – 1 April to 9 November 2018

A report dated 19 November 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the physical and financial progress at 9 November 2018 on the various capital programmes.

The General Fund Capital Programme totalled £68.541 million and the Housing Capital Programme £53.664 million. The General Fund Programme had been revised to reflect a number of adjustments which were detailed in Appendix 2 to the report.

At 9 November 2018, £30.311 million had been spent on the General Fund Capital Programme and £29.294 million on the Housing Capital Programme.

The Committee decided:

- (1) that the position on the various Capital Programmes for 2018/2019, as detailed in the report, be noted;
- (2) that the proposed adjustments to the General Fund Programme, as detailed in Appendix 2 to the report, be approved; and
- (3) that the revised programmes be monitored by the Financial Resources Scrutiny Forum.

[Reference: Minutes of 21 November 2018 (Paragraph 3)]

4 Revenue Budget Monitoring for Period 8 – 1 April to 9 November 2018

A report dated 19 November 2018 by the Executive Director (Finance and Corporate Resources) was submitted comparing actual expenditure against budgeted expenditure for the period ending 9 November 2018.

The figures included an underspend of £8.517 million on the General Fund Revenue Account and a breakeven position on the Housing Revenue Account.

The main factors contributing to the underspend on the General Fund Revenue Account were detailed in the report.

At this stage in the year, it was forecast that there would be an underspend of £8.822 million at the year end. Included within the underspend was £2.300 million and £0.188 million, which was ring-fenced for the Pupil Equity Fund and temporary homelessness respectively. In addition, the updated 2019/2020 Budget Strategy proposed that £4.000 million be used to reduce the savings requirement over the next 2 years. The remaining £2.334 million, which was uncommitted at this stage, could be considered for use in future budget strategies or, if required, to balance the budget following final notification of the Council's 2019/2020 grant settlement.

There were currently reductions in the elements of work that were planned within the Property Service Trading Operation. This reflected some works on primary schools and early learning and timing of works on the Housing Programme. This was likely to result in a lower surplus than planned for the year which would, in turn, impact on the General Fund Revenue Account. The level of surplus shortfall had been estimated at £1.400 million.

The Committee decided:

- (1) that the underspend of £8.517 million on the General Fund Revenue Account at 9 November 2018 and forecast to 31 March 2019 be noted;
- (2) that the outturn underspend of £8.822 million and position relating to the elements contributing to the underspend be noted; and
- (3) that the breakeven position on the Housing Revenue Account at 9 November 2018 and the forecast to 31 March 2019 of a breakeven position be noted.

[Reference: Minutes of 21 November 2018 (Paragraph 4)]

5 Trading Services' Financial Performance for Period 8 – 1 April to 9 November 2018

A report dated 19 November 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the projected financial results for 2018/2019 for the Council's Trading Services.

The target for Trading Services' surpluses had been set at £11.466 million. In the period to 12 October 2018, this was revised to £11.934 million. In the period to 9 November 2018, the figure had been further revised to £11.919 million to reflect a budget allocation from Reserves to the Fleet Trading Operation for funding carried forward from 2017/2018 in relation to the Fleet Tranman System.

It was forecast that there would be a surplus shortfall of £1.400 million in 2018/2019 reflecting areas where income levels had been affected due to the timing of works carried out including early years, central heating programmes and growth and capacities in schools.

At 9 November 2018, surpluses of £5.097 million had been achieved.

The Committee decided: that the surpluses achieved to 9 November 2018 of £5.097 million be noted.

[Reference: Minutes of 21 November 2018 (Paragraph 5)]

6 Additional Funding from the Scottish Government and Other External Sources

A report dated 19 November 2018 by the Executive Director (Finance and Corporate Resources) was submitted on additional revenue funding totalling £0.641 million made available to Education Resources and Social Work Resources, respectively, from the Scottish Government to support the:-

- ◆ Early Years' Additional Graduate Commitment
- ◆ roll out of the Caledonian Programme

The Committee decided: that the report be noted.

[Reference: Minutes of 21 November 2018 (Paragraph 6)]

7 Employee Workforce Monitoring Information – April to September 2018 Summary

A report dated 2 November 2018 by the Executive Director (Finance and Corporate Resources) was submitted on workforce monitoring information relating to the Council for the period April to September 2018 as follows:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances, Dignity at Work and mediation cases
- ◆ employee development
- ◆ labour turnover/analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ staffing watch as at 8 September 2018

A report would be submitted to this Committee at the financial year-end which would include more detailed information on the breakdown of the causes of absences

The Committee decided: that the report be noted.

[Reference: Minutes of 15 August 2018 (Paragraph 6)]

8 Funding for SEEMiS Group LLP Early Learning and Childcare and Next Generation Management Information Systems

A joint report dated 29 November 2018 by the Executive Directors (Education Resources) and (Finance and Corporate Resources) was submitted on:-

- ◆ the development of a new Management Information System to support Early Learning and Childcare (ELC) expansion and the funding implications for the SEEMiS Group LLP (SEEMiS) and the Council
- ◆ proposals for capital borrowing by the Council on behalf of SEEMiS, following Government approval, for the development of Next Generation SEEMiS

SEEMiS provided an Education Management System which was used by all 32 local authorities in Scotland to deliver critical administration services vital to the daily operation of all schools operated by local government.

Discussion had taken place between SEEMiS and local authorities to consider the development of 2 new systems including:-

- ◆ a new Management Information System to support 1140 hours of ELC expansion in advance of August 2020
- ◆ an updated Next Generation SEEMiS system replacing the existing platforms used by all local authorities

As host authority, the Council had been assisting SEEMiS in its efforts to explore funding options for the developments and it was proposed that the Council borrow £2.500 million and on-lend this amount to SEEMiS. The costs of this debt would be met by SEEMiS and recovered through its members. To progress this proposal, the Council had requested permission to borrow on this basis from Scottish Ministers and, subject to committee approval, this permission had been granted.

Confirmation had also been received from the Scottish Government regarding £1.500 million national funding towards the development of the SEEMiS Management Information System to support 1140 hours of ELC. Following receipt of the grant letter confirming this allocation, the funding would be passed from the Council to SEEMiS.

Any ongoing costs would require to be met by either the ELC expansion budget within Education Resources or existing Council budgets.

The Committee decided:

- (1) that the Government funding for the SEEMiS ELC system, which would be via the Council, be noted; and
- (2) that the proposal to borrow £2.500 million to on-lend to SEEMiS to deliver its Next Generation Management Information System, in line with Ministerial consent, be approved, subject to acceptance of the proposals by all local authorities.

9 Foundation Apprenticeships Programme and Work Based Learning

A joint report dated 22 November 2018 by the Executive Directors (Education Resources) and (Finance and Corporate Resources) was submitted on:-

- ◆ a successful bid made to enable the Council to deliver Foundation Apprenticeships and GRADU8 vocational learning opportunities
- ◆ proposals to increase the staffing establishment within Education Resources by 6 posts to administer the Foundation Apprenticeships Programme and achieve the required results

The Council's successful bid had 2 elements and details of both were provided in the report.

A total programme allocation of £3.123 million would be used to support the Programme provision for 3 years and would allow for contingency funds should there be a scaling down of grant or if full capacity in terms of numbers could not be achieved. The cost of administering the Programme for 3 years until 31 December 2021 had been estimated at £3,036,676 and the Council had been advised of the opportunity to bid for additional funding to support the Programme until 31 March 2023.

To run the programme effectively for the 3 year period from January 2019 until 31 December 2021, the staffing establishment within Education Resources required to be increased by:-

- ◆ 1 post of Youth Employability Coordinator at Grade 3, Level 8, SCP 77 to 80 (36,881 to 38,614)

- ◆ 2 posts of Vocational Development Team Leader at Grade 3, Level 2, SCP 61 to 65 (29,161 to £30,193)
- ◆ 3 posts of Vocational Development Worker at Grade 2, Level 4, SCP 52 to 57 (25,512 to 27,446)

The posts would be established on a fixed term basis for 36 months, commencing from January 2019.

The Committee decided:

- (1) that the delivery of Foundation Apprenticeships Programme and GRADU8 vocational learning opportunities be approved; and
- (2) that the additional posts, as detailed in the report, be approved and added to the staffing establishment of Education Resources.

10 Lanark Business Improvement District (BID)

A report dated 29 November 2018 by the Executive Director (Community and Enterprise Resources) was submitted:-

- ◆ detailing the background to the Business Improvement District (BID) for Lanark
- ◆ outlining the Council's support for the implementation of the BID arrangements based on the business proposal prepared by the Discover Lanark BID for the period 1 May 2019 until April 2024

Supporting town centres remained a key Council priority within its Economic Strategy entitled "Promote". The Lanark BID would look to represent businesses in a defined area of the town and would progress a series of initiatives, with the aim of delivering a number of objectives which were detailed in the report.

In order to tackle some of the challenging issues facing the town of Lanark, it was considered that the Council should assist the BID and demonstrate its support. The Council would provide financial and organisational support to the BID, giving it the best prospect of successfully delivering its objectives to the benefit of Lanark's businesses and the wider community.

The Committee decided: that the Council assist and support the Lanark BID to deliver the objectives of the business proposal prepared by the Discover Lanark BID for Lanark Town Centre and its surrounds, as detailed in Appendix 1 to the report.

11 Outcome of the Statutory Consultation for Kirklandpark and Wester Overton Primary Schools, Strathaven

A report dated 20 November 2018 by the Executive Director (Education Resources) was submitted on the outcome of the statutory consultation on changing the catchment areas of both Kirklandpark and Wester Overton Primary Schools, Strathaven in order to more appropriately link new housing developments to the local non-denominational primary schools.

Details of the consultation process, together with a summary of the key outcomes, were provided in the report.

Education Scotland had issued its report endorsing the educational aspects of the proposal and recognising its sound rationale.

The final consultation report had been published on 26 November 2018.

The Committee decided: that, following the outcome of the statutory consultation and publication by the Council of the final consultation report on 26 November 2018, the catchment areas of both Kirklandpark and Wester Overton Primary Schools, Strathaven be realigned to more appropriately link new housing developments to the local non-denominational primary schools, as detailed in the report.

[Reference: Minutes of 16 May 2018 (Paragraph 10)]

12 Syrian Refugee Resettlement Programme (SRRP) – ESOL Provision

A joint report dated 28 November 2018 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted on the proposed addition of 2 posts to Education Resources' staffing establishment on a temporary basis for 15 months from January 2019.

In the period December 2015 to November 2018, the Council and its Community Planning Partners had resettled 136 people, with a forecast to the end of December 2019 that a further 100 refugees would be resettled in South Lanarkshire.

As part of the agreement with the Home Office, there was a requirement that individuals over 18 years would receive a minimum of 8 hours of English for Speakers of Other Languages (ESOL) tuition per week.

In order to continue with the positive progress made with the intensive language package, and to ensure that the 8 hour per week commitment to ESOL was met, it was proposed that 2 FTE ESOL tutors at Grade 3, Level 2, SCP 61 to 65 (£29,161 to £30,193) be added to the staffing establishment of the Refugee Resettlement Team in Education Resources on a temporary basis for 15 months.

The costs associated with the new posts for the 15 month term, totalling £98,352.50, would be met by the Syrian Refugee Resettlement Programme through the UK Aid budget.

The Committee decided: that the Education Resources' staffing establishment be increased by 2 FTE posts of ESOL tutor on a fixed term basis for 15 months, commencing in January 2019, as detailed in the report.

13 Local Governance Review 2018

A report dated 7 December 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the status of the Local Governance Review, the stages involved in the Review and the Council's response to the second stage of the consultation process.

The Local Governance Review had been progressed through 2 distinct strands whereby Strand 1 related to a programme of community engagement which invited people to join a conversation about community decision making, entitled Democracy Matters. Strand 2 involved consultation with public sector bodies. The deadline for Strand 2 written responses to COSLA had been 14 December 2018, however, the Council had been granted an extension to this deadline to allow consideration by this Committee to take place.

The key themes and principles on which the Review had been taken forward, together with the current status of both strands in terms of progress achieved, were detailed in the report.

The Council's response to the Review had been developed around the following 3 themes and details of the Council's response to each of the themes was detailed:-

- ◆ community empowerment
- ◆ functional empowerment
- ◆ fiscal empowerment

The Committee decided:

- (1) that the update on the status of the Local Governance Review be noted; and
- (2) that the Council's response to the Local Governance Review consultation be approved for submission to COSLA.

14 Review of the Council's Top Risks

A report dated 16 November 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the Council's top risk register which had been updated following a review and consultation exercise.

As part of the risk management process, the following broad criteria had been used as a guide to determine what constituted a top risk:-

- ◆ it threatened the delivery of corporate objectives
- ◆ it impacted on other services or partnerships
- ◆ there was a financial impact or it impacted on other key priority strategies
- ◆ there were impacts of a social or demographic context

The key changes to the top risks were summarised in the report together with a number of developments which were taking place in relation to a number of significant risk areas. The following 2 significant areas of risk had been identified this year:-

- ◆ failure to adequately prepare for national expansion in early years' education and childcare provision
- ◆ the potential for the Council to be significantly affected by the impact of the UK leaving the European Union

A number of actions had been implemented to control the Council's top risks and the impact of those actions on mitigating the significant risks was provided.

A table containing the Council's top 20 risks, divided into Risk Categories, was attached as an appendix to the report.

The Committee decided:

- (1) that the updated Council's top risks be noted;
- (2) that the progress made in delivering the actions to mitigate the Council's top risks be noted; and
- (3) that the top risks be submitted to the Risk and Audit Scrutiny Committee for consideration.

[Reference: Minutes of 8 November 2017 (Paragraph 17)]

15 Review of Polling Districts and Polling Places 2018

A report dated 28 November 2018 by the Chief Executive was submitted on the outcome of a review undertaken of polling districts and polling places in South Lanarkshire.

The aim of the review was to ensure that every elector in South Lanarkshire, including those who were disabled, had reasonable and accessible facilities for voting as far as was reasonably practicable.

The review consultation process had been undertaken in 2 stages as follows:-

- ◆ Stage 1 from 11 October 2018 until 8 November 2018 - comments invited on the current Polling Districts and Polling Places
- ◆ Stage 2 from 15 November 2018 until 22 November 2018 - comments invited on draft proposals and the Returning Officer's representations

Having considered the various representations received, the details of the Polling Districts and Polling Places designated/proposed for future elections were detailed in the report for each electoral ward.

The Committee decided: that the outcome of the review of Polling Districts and Polling Places in South Lanarkshire be noted.

16 Prioritisation Framework

A report dated 30 November 2018 by the Director, Health and Social Care was submitted advising of proposals endorsed by the Social Work Resources Committee on 28 November 2018 and approved by the Integration Joint Board in relation to the development of an updated Prioritisation Framework to take account of new legislation, such as the Carers Scotland Act and Self Directed Support.

The Social Work Resources Committee had endorsed, and the Integration Joint Board had approved, the following recommendations:-

- ◆ that the threshold point at which services must be delivered for all adults would be at the National Guidance's "Substantial" level of need
- ◆ that a modified version of the Scottish Government's Eligibility Framework for Carers be adopted and the threshold point at which services must be delivered be set at the "Substantial" level of need
- ◆ that the provision of aids, equipment and adaptations be prioritised to those people assessed as being a medium to high risk
- ◆ that the upper benchmark value of a personal Self-directed Support budget be the equivalent of the cost of a residential placement for that cohort of service user, taking account of the exceptions detailed in the report

The Integration Joint Board had issued a Direction to the Council to implement the Prioritisation Framework.

The Committee decided: that the report be noted.

[Reference: Minutes of the Social Work Resources Committee of 28 November 2018 (Paragraph 8)]

17 Urgent Business

There were no items of urgent business.