

# CLYDESDALE AREA COMMITTEE

Minutes of meeting held via Confero and in the Council Chamber, Council Offices, Almada Street, Hamilton on 12 October 2022

## Chair:

Councillor Catherine McClymont

## Councillors Present:

Councillor Alex Allison, Councillor Ralph Barker, Councillor Poppy Corbett, Councillor Ross Gowland (Depute), Councillor Lynsey Hamilton, Councillor Mark Horsham, Councillor Ross Lambie, Councillor Richard Lockhart, Councillor Eileen Logan, Councillor Julia Marrs, Councillor Ian McAllan, Councillor David Shearer

## Attending:

### Community and Enterprise Resources

K McGuire, Waste Services Manager

### Education Resources

L Mitchell, Lead Officer

### Finance and Corporate Resources

C Lyon, Administration Officer; A Norris, Administration Assistant; L O'Hagan, Finance Manager (Strategy); L Wyllie, Administration Assistant

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## 1 Declaration of Interests

The following interest was declared:-

<b>Councillor(s)</b>	<b>Item(s)</b>	<b>Nature of Interest(s)</b>
Marrs	Community Grant Application (CL/22/22) Braehead Lunch and Leisure Club, Forth	Known to applicant

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## 2 Minutes of Previous Meeting

The minutes of the meeting of the Clydesdale Area Committee held on 17 August 2022 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 Common Good Update

A report dated 27 September 2022 by the Executive Director (Finance and Corporate Resources) was submitted providing background information and an update on the Lanark and Biggar Common Good funds.

The Common Good was a fund of money or assets, or both, and was administered by a Scottish local authority in respect of each former burgh within the area of the local authority. Common Good property was owned by the local authority and administered separately from other local authority assets for accounting purposes.

The Common Good funds held within South Lanarkshire Council were Lanark, Biggar, Hamilton and Rutherglen. Finance Services administered the Common Good Accounts and accounts were prepared on an annual basis, as part of the Council's year end process, with the position at 31 March 2022 detailed in Appendix 1 to the report.

As at 31 March 2022, Biggar Common Good Account had cash balances amounting to £0.024 million. The Biggar Common Good Account held cash balances only and had no physical assets. As there were no assets to maintain, little expenditure was incurred by the Common Good Account.

The position on the Lanark Common Good Account, as at 31 March 2022, showed that the fund had cash balances amounting to £0.191 million. As well as cash balances, the Lanark Common Good Account also held assets, as detailed in Appendix 2 to the report. Expenditure was incurred on the upkeep of those assets and the cost of repairs and maintenance during 2021/2022 was £0.011 million.

An annual budget of £15,000 was available for the maintenance of Common Good properties in Lanark. For 2022/2023, £450 had been set aside, leaving a remaining budget of £14,550.

Decisions on the Common Good Accounts were taken by the Finance and Corporate Resources Committee. A report on the management of the Common Good fund would also be provided annually to the Clydesdale Area Committee.

**The Committee decided:** that the background information and update on the Lanark and Biggar Common Good funds be noted.

*[Reference: Minutes of 7 September 2021 (Paragraph 3)]*

*Councillor Shearer joined the meeting after this item of business*

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#### **4 Participatory Budgeting – Education Resources - Pupil Equity Funding**

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A report dated 28 September 2022 by the Executive Director (Education Resources) was submitted on Participatory Budgeting (PB) in relation to Pupil Equity Funding (PEF).

An update was given on PB activity within Education Resources in 2021/2022 which highlighted that:-

- ◆ a video showing the work of PB within Education Resources in 2021/2022 had been shared locally and nationally
- ◆ lead officers had presented the Council's PB journey at PB Scotland's National Conference on 28 September 2022
- ◆ Education Resources had submitted an award application to the International Observatory on Participatory Democracy for the Best Practice Award for Citizen Participation. The application highlighted the success of PB in schools during 2021/2022. The evaluation phase for the award was currently underway
- ◆ a PB section had been developed within a new Equity Hub, an online site to provide schools with support and resources to assist in tackling the poverty related attainment gap

PB activity in 2022/2023 was also detailed in the report which highlighted that:-

- ◆ prior to the summer holiday period, Head Teachers had been asked to allocate a minimum of 5% of their 2022/2023 PEF allocation and identify a staff member to lead/facilitate this activity in their school
- ◆ refreshed PB training had been developed and delivered to Head Teachers and PB Leads
- ◆ Head Teachers had subsequently identified the percentage of their 2022/2023 PEF allocation they wished to allocate to PB in 2022/2023

Schools within the Clydesdale area had allocated £102,222.60 of their £1.435,165 million PEF allocation for PB. A breakdown of the allocation for each learning community was provided in Appendix 1 to the report. Appendix 2 to the report summarised the percentage of PEF which schools had allocated for PB. A further school-by-school breakdown was outlined in Appendix 3 to the report.

PB Stakeholder groups, comprising pupils, parents and staff, were currently leading the PB process in their schools. The outcome for each school would be reported to Education Resources by 7 October 2022. Information on the outcome of the process would be shared at future Area Committee meetings.

Education Resources would provide Area Committees with the following:-

- ◆ a summary report of each school's PB outcome, and Local Authority and Area analysis report of this
- ◆ case studies of school activity which had particular impact/success
- ◆ detailed Local Authority Financial Report of how PEF money allocated for PB had been spent

Education Resources would support schools and monitor and track the impact of this activity. Findings would inform any future PB activity within the Resource.

The Lead Officer (Equity) responded to members' questions.

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

*[Reference: Minutes of 7 September 2021 (Paragraph 3)]*

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## **5 Update on Household Waste and Recycling Centre (HWRC) Booking System - Carluke Pilot**

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A report dated 28 September 2022 by the Executive Director (Community and Enterprise Resources) was submitted on the on-line booking system which had been introduced on a pilot basis at Carluke Household Waste and Recycling Centre (HWRC).

In order to manage the number of visitors using the Carluke HWRC, especially during peak times, the Council decided to introduce a booking system on a pilot basis. The booking system went live on Monday 21 February 2022. Waste Services had worked with Corporate Communications to devise a communications plan to promote the booking system to local residents 4 weeks in advance of the go-live date. Residents who arrived at the site without a booking were allowed access for a period after the system went live. This 'grace period' ended on 31 March 2022.

Between 21 February and 4 August 2022, residents in South Lanarkshire made over 27,000 booking requests for Carluke HWRC. Almost 96% of the bookings had been 'self-service', ie, made by the resident or a representative, using the on-line booking form. The remainder (1,091) were made on behalf of the resident by the Council's Customer Contact Centre. The breakdown of booking requests were as follows:-

- ◆ completed bookings - 24,082 (89%)
- ◆ no shows - 2,143 (8%)
- ◆ cancelled by resident - 803 (3%)

A breakdown of where visitors who used the site resided, days and times the site was used and customer satisfaction information were also contained in the report.

Given the positive evaluation results, it was now proposed to continue with the on-line booking system at Carluke HWRC. The Service would now also consider introducing the booking system, initially on a pilot basis, at the Council's other HWRCs. Those sites were currently operated on behalf of the Council by a third party and, as such, any decision to introduce a booking system required consultation with the contractor. Proposals for the system at Carluke and further expansion across all HWRCs would be presented to a future meeting of the Community and Enterprise Resources Committee for consideration.

The cost of maintaining the on-line booking system was £5,000 per annum and this would be met from the existing Waste revenue budget.

The Waste Services Manager responded to members' questions.

**The Committee decided:** that the evaluation of the pilot of the on-line booking system at Carluke HWRC be noted.

*[Reference: Minutes of 16 November 2021 (Paragraph 5)]*

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## 6 Community Grant Applications

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A report dated 26 September 2022 by the Executive Director (Finance and Corporate Resources) was submitted on applications for community grant.

**The Committee decided:** that community grants be awarded as follows:-

- (a) Applicant: Lanark Agricultural Discussion Society (CL/19/22)  
Purpose of Grant: Outing  
Amount Awarded: £300
- (b) Applicant: Crawfordjohn Heritage Venture Trust, Biggar (CL/20/22)  
Purpose of Grant: Materials, administration and publicity costs  
Amount Awarded: £310
- (c) Applicant: Crawfordjohn and Elvanfoot Women's Rural Institute (WRI), Crawford (CL/21/22)  
Purpose of Grant: Outing  
Amount Awarded: £300
- (d) Applicant: Braehead Lunch and Leisure Club, Forth (CL/22/22)  
Purpose of Grant: Outing, entrance fees and equipment  
Amount Awarded: £380

*Councillor Marrs, having declared an interest in the above application, withdrew from the meeting during its consideration*

- (e) Applicant: KFM Tenants' Group, Carluke (CL/23/22)  
Purpose of Grant: Outing and entrance fees  
Amount Awarded: £350
- (f) Applicant: Scottish Old People's Welfare Committee (Douglas Branch) (CL/24/22)  
Purpose of Grant: Outing and entrance fees  
Amount Awarded: £350

- (g) Applicant: Coulter Women's Rural Institute (WRI) (CL/25/22)  
Purpose of Grant: Outing  
Amount Awarded: £300
- (h) Applicant: 1<sup>st</sup> Carstairs Girls' Brigade (CL/26/22)  
Purpose of Grant: Outing and entrance fees  
Amount Awarded: £350
- (i) Applicant: Carmichael Babies and Toddlers (CL/27/22)  
Purpose of Grant: Entrance fees  
Amount Awarded: £325
- (j) Applicant: Crossford, Hazelbank and District War Memorial Group, Crossford (CL/28/22)  
Purpose of Grant: Start-Up Costs – Equipment and materials  
Amount Awarded: £300
- (k) Applicant: Coalburn Brass Band Family (CL/29/22)  
Purpose of Grant: Materials  
Amount Awarded: £500

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## **7 Urgent Business**

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There were no items of urgent business.