

FINANCE AND CORPORATE RESOURCES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 6 September 2017

Chair:

Councillor Gladys Miller

Councillors Present:

Alex Allison, John Anderson, Walter Brogan, Robert Brown, Janine Calikes, Graeme Campbell, Andy Carmichael (*substitute for Councillor Scott*), Peter Craig, Maureen Devlin, Mary Donnelly (*substitute for Councillor Horne*), Isobel Dorman, Joe Fagan, Eric Holford, Eileen Logan, Monique McAdams, Ian McAllan, Catherine McClymont, Hugh Macdonald, Mark McGeever, Jim McGuigan, Collette Stevenson (Depute), Jim Wardhaugh, Jared Wark

Councillors' Apologies:

Geri Gray, Graeme Horne (Depute), John Ross (ex officio), Graham Scott

Attending:

Finance and Corporate Resources

P Manning, Executive Director; G Bow, Administration Manager; C Fergusson, Finance Manager (Transactions); T Little, Head of Communications and Strategy; G McCann, Head of Administration and Legal Services; K McVeigh, Head of Personnel Services; F Morrison, Revenue and Benefit Manager; J Taylor, Head of Finance (Strategy); B Teaz, Head of Information Technology Services

1 Declaration of Interests

The following interests were declared:-

Councillor(s)	Item(s)	Nature of Interest(s)
Dorman and Fagan	Civic Government (Scotland) Act 1982 (As Amended):- <ul style="list-style-type: none">♦ Review of Licensing Fees♦ Licensing of Private Hire Car Drivers – Route Tests	Relative of Persons in the Taxi Trade
McClymont	Lanark Common Good – 2017 Christmas Tree Project	Previous involvement in the matter

2 Minutes of Appeals Panel

The minutes of the meeting of the Appeals Panel held on 24 August 2017 were submitted for approval as a correct record.

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

3 Minutes of Grievance and Disputes Panel

The minutes of the meeting of the Grievance and Disputes Panel held on 17 August 2017 were submitted for approval as a correct record.

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

4 Revenue Budget Monitoring 2017/2018 - Finance and Corporate Resources

A report dated 9 August 2017 by the Executive Director (Finance and Corporate Resources) was submitted comparing actual expenditure for the period 1 April to 21 July 2017 against budgeted expenditure for 2017/2018 for Finance and Corporate Resources.

The Committee decided:

- (1) that the breakeven position on the Finance and Corporate Resources' revenue budget, as detailed in Appendix A to the report, be noted;
- (2) that the forecast to 31 March 2018 of a breakeven position be noted; and
- (3) that the budget virements, as detailed in the appendices to the report, be approved.

5 Capital Budget Monitoring 2017/2018 - Finance and Corporate Resources

A report dated 1 August 2017 by the Executive Director (Finance and Corporate Resources) was submitted advising of progress on Finance and Corporate Resources' capital programme for 2017/2018 and summarising the expenditure position at 21 July 2017.

The Committee decided: that the Finance and Corporate Resources' capital programme of £2.033 million, and expenditure to date of £0.220 million, be noted.

6 Finance and Corporate Resources - Workforce Monitoring - April to June 2017

A report dated 1 August 2017 by the Executive Director (Finance and Corporate Resources) was submitted on the following employee information for Finance and Corporate Resources for the period April to June 2017:-

- ◆ 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 10 June 2017

The Committee decided: that the report be noted.

7 Council-wide Workforce Monitoring - April to June 2017

A report dated 1 August 2017 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period April to June 2017:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances, Dignity at Work cases and mediation referrals
- ◆ analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ Staffing Watch as at 10 June 2017

The Committee decided: that the report be noted.

8 Treasury Management Activity - First Quarter Review

A report dated 3 August 2017 by the Executive Director (Finance and Corporate Resources) was submitted on the first quarter review of Treasury Management activity for 2017/2018.

Details were given on:-

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

The Committee decided: that the report be noted.

9 Finance and Corporate Resources' Resource Plan - Quarter 4 Progress Report 2016/2017

A report dated 25 July 2017 by the Executive Director (Finance and Corporate Resources) was submitted on the Finance and Corporate Resources' Resource Plan for 2016/2017. Details were provided on progress made at the end of quarter 4, covering the period from 1 April 2016 to 31 March 2017, in implementing the priority projects identified in the Resource Plan.

The Committee decided: that the report be noted.

[Reference: Minutes of 23 November 2016 (Paragraph 10)]

10 Revenue Collection and Approval for Write-Offs

A report dated 7 August 2017 by the Executive Director (Finance and Corporate Resources) was submitted on:-

- ◆ collection performance for 2017/2018 on revenues income which comprised Council Tax, non-domestic rates, sundry debts and arrears
- ◆ performance against the Business Rates Incentivisation Scheme (BRIS) target
- ◆ the write-off of irrecoverable Hamilton Town Centre Improvement District (BID) levies, sundry debt, former tenant rent arrears, factoring arrears and housing benefit overpayments

The BRIS was intended to incentivise growth of the local business tax base with a view to increasing non-domestic rates income yields. The Scottish Government would set annual targets for growth (buoyancy) and councils that met their target would retain 50% of the additional income generated. The annual buoyancy target for South Lanarkshire Council for 2017/2018 had been set at 1.7% and performance against the target for the first quarter to 30 June 2017 was - 0.19%. This meant that the Council's tax base required to achieve growth of 1.89% by 31 March 2018 to secure additional funding under the Scheme.

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

- ◆ BID levies totalling £1,218.38
- ◆ sundry debts to a value of £710,653.76
- ◆ former tenant rent arrears totalling £317,210.22, factoring arrears totalling £12,770.31 and housing benefit overpayments totalling £24,653.49

The Committee decided:

- (1) that the Council's performance in the collection of revenues be noted;
- (2) that the Council's performance against the Business Rates Incentivisation Scheme target be noted; and
- (3) that the write-off of the following irrecoverable debts be approved:-
 - ◆ Hamilton Town Centre Business Improvement District levies totalling £1,218.38
 - ◆ sundry debts to a value of £710,653.76
 - ◆ house rent totalling £317,210.22
 - ◆ factoring arrears totalling £12,770.31
 - ◆ housing benefit overpayments totalling £24,653.49

11 Prudential Indicators, Treasury Management Strategy and Annual Investment Strategy 2016/2017

A report dated 1 August 2017 by the Executive Director (Finance and Corporate Resources) was submitted on:-

- ◆ Treasury Management activity and interim Prudential Code Indicators for 2016/2017
- ◆ the proposed Annual Investment Report for 2016/2017

The Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice for Treasury Management required the Council to prepare an annual report on its Treasury Management activities. The introduction of the Prudential Framework in April 2004 required councils to prepare a series of financial indicators that demonstrated affordability, prudence and sustainability with regard to capital financing decisions.

The Council's Capital Programme included, within its funding package, planned borrowing. The Prudential Code provided a framework to assist the management of the financial implications and helped to demonstrate that borrowing was both affordable and prudent.

The Council's Treasury Management Activity Report for 2016/2017 and the Treasury Management and Prudential Code Indicators for 2016/2017 were attached as Appendices 1 and 2 respectively to the report.

In terms of the Local Government Investments (Scotland) Regulations 2010, the Council was required to prepare an Annual Investment Strategy prior to the start of each financial year and an Annual Investment Report after the financial year end. Both documents required to be approved by the Council.

The Annual Investment Strategy for 2016/2017 had been approved by the Council at its meeting on 1 March 2016 and covered the following areas:-

- ◆ permitted investments
- ◆ risk management
- ◆ borrowing in advance

The Annual Investment Report, attached as Appendix 3 to the report, detailed the Council's activity in each of those 3 areas for 2016/2017 and Appendix 4 detailed the permitted investments that the Council had approved for the financial year 2016/2017.

The Committee decided:

- (1) that the Treasury Management Activity Report for 2016/2017 be noted;
- (2) that the 2016/2017 Prudential Indicators be noted;
- (3) that the Treasury Management Strategy be endorsed and referred to the Executive Committee for formal approval; and
- (4) that the 2016/2017 Annual Investment Report be endorsed and referred to the Executive Committee prior to submission to the Council for formal approval in line with The Local Government Investments (Scotland) Regulations 2010.

[Reference: Minutes of South Lanarkshire Council (Special) of 1 March 2016 (Paragraph 4)]

12 Finance and Corporate Resources' Workforce Plan 2017 to 2020 - Right People, Right Place, Right Time

A report dated 21 August 2017 by the Executive Director (Finance and Corporate Resources) was submitted on the Finance and Corporate Resources' Workforce Plan for the period 2017 to 2020 and the associated strategic actions for the Council.

The Council's Workforce Planning Strategy had been approved by the Executive Committee at its meeting on 13 April 2016. Each Resource had been engaged in workforce planning activity, with Executive Directors taking responsibility for progressing the associated outcomes identified in their Resources' Workforce Plan.

The Council's Workforce Plan had been agreed by the Executive Committee at its meeting on 8 March 2017 and it was also agreed that Resource specific workforce plans would be reported to Resource Committees.

Workforce data had been analysed for each Service within the Resource to identify challenges and opportunities. The data analysis for each service area was detailed in the Finance and Corporate Resources' Workforce Plan for 2017 to 2020, which was attached as Appendix 1 to the report. The following key issues had been identified:-

- ◆ there was sufficient employee turnover across lower grades to contribute to the identified savings
- ◆ there was a low turnover in specialist areas which might lead to a difficulty in achieving savings
- ◆ in some service areas, transferrable skills were required to ensure business continuity
- ◆ the Resource required to take steps to ensure that there was appropriate succession planning arrangements in place

An action plan had been developed to ensure that workforce planning activity was co-ordinated and progressed by appropriate officers on an ongoing basis and this was included in the Workforce Plan.

The Committee decided:

- (1) that the Finance and Corporate Resources' Workforce Plan for the period 2017 to 2020 be approved; and

- (2) that the action plan to progress the Workforce Plan be noted.

[Reference: Minutes of the Executive Committee of 8 March 2017 (Paragraph 9) and 13 April 2016 (Paragraph 8)]

13 Discretionary Housing Payment Policy

A report dated 7 August 2017 by the Executive Director (Finance and Corporate Resources) was submitted on proposals for a revised Discretionary Housing Payment Policy.

The Discretionary Housing Payment (DHP) Scheme was a national Scheme introduced by the Department for Work and Pensions (DWP) in 2001. The Scheme provided funding to local authorities which enabled them to make discretionary awards to benefit claimants, in both the public and private sector, who found it difficult to meet their housing costs, including rent payments, Council Tax payments, rent deposits, rent in advance and removal costs.

The Council's previous DHP Policy had been approved by the Housing and Technical Resources Committee on 20 March 2013. The Policy had now been updated to reflect changes to housing costs due to the Government's Welfare Reform Programme and the introduction of Universal Credit.

It was anticipated that high demands would be placed on the DHP fund and, as such, a Policy was required to ensure that the fund was distributed in a fair and effective manner.

DHPs were not a payment of Housing Benefit, however, the customer required to be in receipt of Housing Benefit or Universal Credit with housing costs to qualify for DHP and there had to be a shortfall between the Housing Benefit or the housing element of the Universal Credit award and the contractual rent.

Payments were discretionary and claimants did not have a statutory right to payment.

The Policy, which was attached as Appendix 1 to the report, detailed how the Council would operate the DHP Scheme.

The Policy would be publicised to ensure that all agencies that provided support for residents were made aware of the funding available and how it could be utilised to support their client group. This would also include information on the decision-making and application process.

The Policy would be supported by a comprehensive set of procedures and guidance to ensure transparency, consistent practice and effective management of the process.

DHP funding was not intended to, and could not, provide financial assistance to all tenants affected by Welfare Reform changes. All applications would be assessed on an individual basis and payments would be limited to the funds available.

The Committee decided:

- (1) that the Discretionary Housing Policy, as detailed in Appendix 1 to the report, be endorsed; and
- (2) that the Discretionary Housing Policy be referred to the Executive Committee for formal approval.

[Reference: Minutes of Housing and Technical Resources Committee of 20 March 2013 (Paragraph 12)]

14 Review of Ceremony Fees and Nationality Checking Service Fees

A report dated 26 July 2017 by the Executive Director (Finance and Corporate Resources) was submitted proposing:-

- ◆ an increase in fees for carrying out marriage ceremonies
- ◆ that fees for the Nationality Checking Service be amended to bring them into line with the Home Office application process

As ceremony fees had been relatively static over the past few years, it was considered necessary to implement an increase in the fees for marriage ceremonies to cover the cost of service delivery and to maintain the quality of service. There was no proposal to increase fees for naming ceremonies or the renewal of vows due to a lack of demand.

The current and proposed fees in respect of ceremonies were detailed in Appendix 1 to the report.

The Home Office had altered the method of processing applications for British Citizenship and no longer considered combined or family applications. As a result, changes had been introduced to the appointment process for the Nationality Checking Service to ensure that it was consistent with Home Office procedures. This had resulted in an increased cost for service delivery and, in order to ensure costs were fully met, it was necessary to increase the fees as detailed in Appendix 2 to the report.

Councillor Anderson, seconded by Councillor Macdonald, moved that the recommendations contained in the report be approved. Councillor McClymont, seconded by Councillor Devlin, moved as an amendment that consideration of the report be continued until the next meeting of this Committee to allow more detailed information to be made available on how the proposed increase in fees had been determined. On a vote being taken by a show of hands, 9 members voted for the amendment and 13 for the motion which was declared carried.

The Committee decided:

- (1) that the revised fees for marriage ceremonies, as detailed in Appendix 1 to the report, be approved; and
- (2) that the realignment of fees for the Nationality Checking Service, as detailed in Appendix 2 to the report, be approved.

[Reference: Minutes of the Executive Committee of 26 January 2015 (Paragraph 2)]

15 Civic Government (Scotland) Act 1982 (As Amended) - Review of Licensing Fees

A report dated 26 July 2017 by the Executive Director (Finance and Corporate Resources) was submitted requesting approval to increase fees for applications under the Civic Government (Scotland) Act 1982 (as amended).

In terms of the Civic Government (Scotland) Act 1982 (as amended), fees required to be set at a level to cover the cost of administering the licensing system.

Fees were reviewed annually to take account of any changes in inflation to ensure that the cost of administering the licensing system was met in terms of the legislation. As a result of the previously low inflation rate, the fees had not been increased since 2015. Inflation was now increasing and, in order to ensure the Council's costs were fully recovered, it was now considered necessary to increase the fees. The proposed revised fees, as detailed in Appendix 1 to the report, represented an approximate increase of 3%, which was in line with inflation. Some of the fees had been realigned to reflect increased costs from suppliers for items such as

taxi/private hire plates. In addition, a number of premises applications relating to variations and temporary applications had required a percentage of the application fee to be realigned to reflect the actual work carried out.

The Committee decided: that the revised fees for applications under the Civic Government (Scotland) Act 1982 (as amended), as detailed in Appendix 1 to the report, be approved.

[Reference: Minutes of the Executive Committee of 26 January 2015 (Paragraph 2)]

Councillors Dorman and Fagan, having declared an interest in the above and following item, withdrew from the meeting during their consideration

16 Civic Government (Scotland) Act 1982 (As Amended) Licensing of Private Hire Car Drivers - Route Tests

A report dated 2 August 2017 by the Executive Director (Finance and Corporate Resources) was submitted on:-

- ♦ the introduction of a requirement, with effect from 1 January 2018, for all applicants submitting a private hire car driver's licence to sit and pass a route test on the same basis as taxi drivers prior to the issue of the licence
- ♦ the removal of the facility where applicants for a taxi driver's licence were offered a private hire car driver's licence if they failed 3 route tests

Due to an amendment to the Civic Government (Scotland) Act 1982, by the Air Weapons and Licensing Act 2005, a local authority could now require a private hire car driver to sit a route test prior to the issue of their licence.

The requirement for taxi drivers to sit a route test prior to their licence being issued had been introduced in 1999 and, due to the amendment in legislation in 2016, it was now proposed that route tests be extended to private hire car drivers. This would ensure a consistent approach and improve the standard of service provided by private hire car drivers. The route test would apply to applicants who lodged their application after 1 January 2018.

Applicants had the opportunity to sit the route test as many times as they wished within a 3 month period, with the fee of £25 being payable for each test. In the event that a private hire car driver failed the route test, the application would be refused.

Previously, a taxi driver who failed 3 route tests would be offered a private hire car driver's licence. If the requirement for private hire car drivers to sit the route test was approved, this arrangement would be discontinued.

The Committee decided:

- (1) that the introduction of the requirement for all applicants for a private hire car driver's licence, after 1 January 2018, to sit and pass a route test, be approved; and
- (2) that the facility to offer taxi driver's licence applicants a private hire car driver's licence, if they failed 3 route tests, be removed.

17 Community Empowerment and Common Good Property - Scottish Government's Consultation on Draft Guidance

A report dated 3 August 2017 by the Executive Director (Finance and Corporate Resources) was submitted on the Scottish Government's consultation on Draft Guidance on Community Empowerment and Common Good Property.

The consultation related to guidance for local authorities on how to fulfil the requirements of Part 8 of the Community Empowerment (Scotland) Act 2015 in relation to Common Good property.

Part 8 of the Community Empowerment (Scotland) Act 2015 placed new duties on local authorities in relation to Common Good property. The consultation covered statutory guidance relating to those processes and requested views on issues such as timescales, information about assets, local consultation and publicising proposals.

The Council's proposed response was attached as Appendix 1 to the report.

The Committee decided: that the response to the Scottish Government's consultation on Draft Guidance on Community Empowerment and Common Good Property, attached as Appendix 1 to the report, be approved and submitted to the Scottish Government by the deadline of 29 September 2017.

18 Lanark Common Good - 2017 Christmas Tree Project

A report dated 14 August 2017 by the Executive Director (Finance and Corporate Resources) was submitted on an application from the Lanark Development Trust for funding of £4,000 from the Lanark Common Good Fund for the 2017 Christmas Tree Project.

The Lanark Community Development Trust (LCDT) was a registered charity which was working with the local community to develop a "Vision for Lanark". The Trust aimed to develop and deliver priority community projects which had a social, environmental and economic impact. This included a programme of developments which was hoped to attract more visitors to the area.

During 2016, the LCDT received funding for town centre improvements from the Scottish Government's Town Centre Communities Capital Fund. One of the improvement projects was to supply local shops with reusable Christmas trees and lights mounted on brackets, which would be further used for hanging baskets in the spring/summer. The total cost of the project was £5,500.

50 shops had taken part in the 2016 project, each having paid £30 towards the cost, with the LCDT funding the remaining £4,000.

The project had been widely welcomed and was viewed as enhancing the appearance of Lanark Town Centre.

The LCDT intended to roll out the Christmas Tree Project to a further 50 shops within Lanark Town Centre for 2017. The cost of the proposed project was £5,500. Each of the shops would again make a contribution of £30, which left a shortfall of £4,000, and the Trust had requested that this be met from the Lanark Common Good Fund.

The Committee decided: that the application by the Lanark Community Development Trust for funding of £4,000 from the Lanark Common Good Fund for the 2017 Christmas Tree Project be approved.

Councillor McClymont, having declared an interest in the above item, withdrew from the meeting during its consideration

19 Common Good - Update

A report dated 31 July 2017 by the Executive Director (Finance and Corporate Resources) was submitted on:-

- ◆ the Common Good final accounts, subject to audit, as at 31 March 2017
- ◆ the cyclical spend committed against the Common Good repairs and maintenance budgets for both Lanark and Hamilton
- ◆ the disposal of 37 to 41 Townhead Street, Hamilton

The Council held Common Good funds within Lanark, Biggar, Hamilton and Rutherglen. The Common Good accounts for 2016/2017, subject to final audit, were detailed in Appendix 1 to the report.

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

Details of current and potential commitments in relation to the Lanark Common Good repairs and maintenance budget were provided in the report. There were currently no commitments against the Hamilton Common Good repairs and maintenance budget.

At its meeting on 28 June 2017, the Executive Committee had declared the properties at 37 to 41 Townhead Street, Hamilton as surplus to the Council's requirements. The properties had been purchased with Common Good funds and it was anticipated that the sale would generate a capital receipt of £10,000 which would be credited to the Hamilton Common Good Fund.

The Committee decided:

- (1) that the final accounts for Common Good for the year ended 31 March 2017, subject to audit, 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 disposal of the properties at 37 to 41 Townhead Street, Hamilton and the anticipated capital receipt of £10,000, to be credited to the Hamilton Common Good Fund, be noted.

[Reference: Minutes of 2 October 2013 (Paragraph 11), 29 October 2014 (Paragraph 17) and Minutes of the Executive Committee of 28 June 2017 (Paragraph 14)]

20 Governance of Charitable Trust Funds - 2016/2017 Expenditure

A report dated 21 July 2017 by the Executive Director (Finance and Corporate Resources) was submitted on payments made to beneficiaries of the 69 charitable trust funds administered by the Council which, as at 1 April 2016, were valued at £1.225 million.

During 2016/2017, expenditure totalling £0.062 million had been distributed to beneficiaries of the trust funds. The expenditure was offset by income of £0.007 million from interest or dividends received from investments. In addition, funds of the Loudon Bequest, which were managed by Barclays Wealth, had been reinvested, meaning the balance of funds had increased by £0.028 million. This had resulted in a total closing balance on the trust funds, as at 31 March 2017, of £1.198 million.

Details of all active funds and payments made in 2016/2017, together with the balances of the funds as at 31 March 2017, were provided in Appendix 1 to the report.

Discussions were ongoing with the Office of the Scottish Charity Regulator (OSCR) in relation to the modernisation of trust fund constitutions and the removal of obstacles, such as restrictions on the distribution of capital and where the purpose of a trust fund was either unknown or was no longer relevant.

The Committee decided: that the report be noted.

[Reference: Minutes of 23 November 2016 (Paragraph 18)]

21 Procurement Strategy Action Plan Update - 2016/2017

A report dated 3 August 2017 by the Executive Director (Finance and Corporate Resources) was submitted on progress made in relation to the Procurement Strategy Action Plan for the period January 2017 to March 2020.

The Council's latest Procurement Strategy, covering the period January 2017 to March 2020, which had been approved by the Executive Committee at its meeting on 8 February 2017, reflected those actions continued from the previous Strategy, including the introduction and roll out of supplier and contract management modules for appropriate contracts.

This report covered the year end position for 2016/2017 and included the first 3 months of the 2017/2018 Strategy.

The Procurement Strategy Action Plan was attached as Appendix 1 to the report and included details on progress which had been achieved and actions which had been completed. A summary of the main achievements and remaining actions, which would form part of a continual improvement programme, were summarised in the report.

The Action Plan would continue to be monitored and updates would be reported to this Committee on a 6 monthly basis.

The Committee decided: that progress on the Procurement Strategy Action Plan be noted.

[Reference: Minutes of the Executive Committee of 8 February 2017 (Paragraph 8)]

22 Safety at Sports Grounds - Re-issue of General Safety Certificates - Superseal Stadium, Hamilton

A report dated 16 August 2017 by the Executive Director (Finance and Corporate Resources) was submitted on action taken, in terms of Standing Order No 36(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 re-issue General Safety Certificates for the North and West Stands, Hamilton Academical Football Club, Superseal Stadium, Cadzow Avenue, Hamilton.

The revised format of the General Safety Certificates for the North and West Stands at New Douglas Park (now known as the Superseal Stadium) had been approved by this Committee at its meeting on 11 December 2013 and the certificates were required to be reviewed and re-issued annually.

Following the annual safety inspection, the North and West Stands at the Superseal Stadium had been found to be well maintained and in a good state of repair. The engineer's annual inspection report had identified a small number of minor defects which had been attended to.

The stadium management had provided copies of the appropriate annual inspection and test certificates and the relevant records had been made available for inspection.

The stadium management and the South Lanarkshire Sports Grounds Safety Advisory Group had reviewed the revised General Safety Certificates and the safety management arrangements at the Superseal Stadium. The following revisions had been made to the Certificates:-

- ◆ the name of the stadium had been changed from New Douglas Park to the Superseal Stadium
- ◆ the name of the Holder of the Certificates had been changed to James Thompson, Stadium Manager
- ◆ the operational manual had been reviewed and updated where necessary

The Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, approved the reviewed General Safety Certificates for the North and West Stands at the Superseal Stadium to allow them to be re-issued prior to the start of the new football season which commenced on Saturday 5 August 2017.

The Committee decided: that the action taken, in terms of Standing Order No 36(c), by the Executive Director (Finance and Corporate Resources), in consultation with the Chair and an ex officio member, to re-issue the General Safety Certificates for the North and West Stands, Hamilton Academical Football Club, Superseal Stadium, Cadzow Avenue, Hamilton, be noted.

[Reference: Minutes of 11 December 2013 (Paragraph 12) and 20 April 2016 (Paragraph 13)]

23 Early Retirement, Voluntary Severance and Switch 2

A report dated 21 July 2017 by the Executive Director (Finance and Corporate Resources) was submitted on early retirements, voluntary severances, re-employment of early retirees and the Switch 2 programme for the period 1 October 2016 to 31 March 2017.

The Committee decided: that the report be noted.

[Reference: Minutes of 23 November 2016 (Paragraph 19)]

24 Urgent Business

There were no items of urgent business.