



Council Offices, Almada Street
Hamilton, ML3 0AA

Tuesday, 20 October 2020

Dear Councillor

Finance and Corporate Resources Committee

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

Date: Wednesday, 28 October 2020
Time: 14:00
Venue: By Microsoft Teams and Committee Room 1,

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

Yours sincerely

Cleland Sneddon
Chief Executive

Members

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

Substitutes

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

BUSINESS

- 1 **Declaration of Interests**
- 2 **Minutes of Previous Meeting** 5 - 14
Minutes of the meeting of the Finance and Corporate Resources Committee held on 19 August 2020 submitted for approval as a correct record. (Copy attached)
- 3 **Minutes of Appeals Panel** 15 - 16
Minutes of the Appeals Panel held on 13 August 2020 submitted for approval as a correct record. (Copy attached)

Monitoring Item(s)

- 4 **Revenue Budget Monitoring 2020/2021 - Finance and Corporate Resources** 17 - 28
Report dated 17 September 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 5 **Capital Budget Monitoring 2020/2021 - Finance and Corporate Resources** 29 - 32
Report dated 8 October 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 6 **Finance and Corporate Resources – Workforce Monitoring – July and August 2020** 33 - 40
Report dated 23 September 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 7 **Council-wide Workforce Monitoring – July and August 2020** 41 - 62
Report dated 23 September 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached)

Item(s) for Decision

- 8 **Revenue Collection and Approval for Write Offs** 63 - 68
Report dated 8 October 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached)

Item(s) for Noting

- 9 **Equity Working Group** 69 - 72
Report dated 19 October 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 10 **Annual Procurement Report 2019/2020** 73 - 106
Report dated 9 October 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 11 **Notification of Contracts Awarded** 107 - 110
Report dated 1 October 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 12 **European Social Fund Programme 2014 to 2020** 111 - 114
Report dated 4 September 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached)

13 Consultation - Redress for Survivors (Historic Child Abuse in Care) (Scotland) Bill 115 - 128

Report dated 6 October 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached)

Urgent Business

14 Urgent Business

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

For further information, please contact:-

Clerk Name: Carol Lyon

Clerk Telephone: 01698 455652

Clerk Email: carol.lyon@southlanarkshire.gov.uk

FINANCE AND CORPORATE RESOURCES COMMITTEE

2

Minutes of meeting held via Microsoft Teams and in Committee Room 1, Council Offices, Almada Street, Hamilton on 19 August 2020

Chair:

Councillor Gladys Miller

Councillors Present:

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

Councillors' Apologies:

Councillor Joe Lowe, Councillor Jim McGuigan, Councillor John Ross

Attending:

Finance and Corporate Resources

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

1 Declaration of Interests

No interests were declared.

2 Previous Meeting

The Committee decided:	that the delegated decisions taken by the Chief Executive, in consultation with Group Leaders, in relation to the previous agenda of 13 May 2020, be noted as a correct record.
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3 Minutes of Appeal Panel

The Committee decided:	that the minutes of the meeting of the Appeals Panel of 4 August 2020 be approved as a correct record.
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4 Revenue Budget Monitoring 2019/2020 – Finance and Corporate Resources

A report dated 8 July 2020 by the Executive Director (Finance and Corporate Resources) was submitted comparing actual expenditure for the period 1 April 2019 to 31 March 2020 against budgeted expenditure for 2019/2020 for Finance and Corporate Resources.

As at 31 March 2020, there was an overspend of £0.099 million. This was the position before transfer to reserves. The Resource position as at 31 March 2020, after approved transfers to reserves had been taken into account, was an overspend of £0.110 million.

The overspend related to lower than anticipated staff turnover costs across the Resource, a reduction of income from print room work and the renewal of licences. This was partially offset by the year end position in relation to Housing Benefit, the actual cost of the Employability programmes during the year and spend in relation to the provision of sanitary products in public places.

At its meeting on 24 June 2020, the Executive Committee approved a transfer of £0.011 million to reserves to meet commitments in relation to the implementation of the British Sign Language (Scotland) Bill in 2020/2021.

Details of expenditure incurred by the Resource in relation to COVID-19 were provided in Appendix I of the report.

The Committee decided: that Finance and Corporate Resources' final outturn position as at 31 March 2020 of an overspend of £0.099 million before transfer to reserves, and £0.110 million after transfer to reserves, as detailed in Appendix A to the report, be noted.

[Reference: Note of 20 May 2020 (Paragraph 4) and Minutes of Executive Committee of 24 June 2020 (Paragraph 3)]

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

A report dated 30 July 2020 by the Executive Director (Finance and Corporate Resources) was submitted advising of progress on Finance and Corporate Resources' capital programme for 2019/2020 and summarising the expenditure position at 31 March 2020.

The implications of COVID-19, including the closure of construction sites in advance of the financial year-end, had an impact on the level of capital spend which had been achieved in 2019/2020 and would continue to impact on the 2020/2021 capital programme.

The Committee decided: that Finance and Corporate Resources' capital programme of £0.993 million, and expenditure to 31 March 2020 of £0.780 million, be noted.

[Reference: Note of 20 May 2020 (Paragraph 5)]

6 Revenue Budget Monitoring 2020/2021 – Finance and Corporate Resources

A report dated 29 June 2020 by the Executive Director (Finance and Corporate Resources) was submitted comparing actual expenditure for the period 1 April to 19 June 2020 against budgeted expenditure for 2020/2021 for Finance and Corporate Resources.

The Committee decided:

- (1) that the overspend of £0.431 million, as detailed in Appendix A of the report, be noted;
- (2) that the forecast to 31 March 2021 of a breakeven position be noted; and
- (3) that the budget virements, as detailed in the appendices to the report, be approved.

7 Capital Budget Monitoring 2020/2021 – Finance and Corporate Resources

A report dated 30 July 2020 by the Executive Director (Finance and Corporate Resources) was submitted advising of progress on Finance and Corporate Resources' capital programme for 2020/2021 and summarising the expenditure position at 19 June 2020.

The progress in delivery of the capital programme had been affected by the lockdown due to COVID-19. The ongoing implications of this, including the closure of construction sites in advance of the financial year end, had an impact on the level of capital spend achieved in 2019/2020 and would continue to impact on the 2020/2021 capital programme.

The Committee decided: that Finance and Corporate Resources' capital programme of £5.249 million, and expenditure to 31 March 2020 of £0.073 million, be noted.

[Reference: Note of South Lanarkshire Council of 25 March 2020 (Paragraph 2) and minutes of the Executive Committee of 24 June 2020 (Paragraph 4)]

8 Finance and Corporate Resources – Workforce Monitoring – April to June 2020

A report dated 14 July 2020 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 2020:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers and exit interviews

The Committee decided: that the report be noted.

[Reference: Note of 20 May 2020 (Paragraph 6)]

9 Council-wide Workforce Monitoring – April to June 2020

A report dated 14 July 2020 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period April to June 2020:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ recruitment monitoring

The Head of Personnel Services responded to members' questions on various aspects of the report.

Following discussion in relation to the recruitment of applicants of a black/ethnic minority background, the Executive Director (Finance and Corporate Resources) advised that significant work was ongoing in relation to this and gave a commitment to provide an update to the next meeting of this Committee.

The Committee decided: that the report be noted.

[Reference: Note of 20 May 2020 (Paragraph 7)]

10 Treasury Management Activity – First Quarter Review

A report dated 30 June 2020 by the Executive Director (Finance and Corporate Resources) was submitted on the first quarter review of Treasury Management activity for 2020/2021.

Details were given on:-

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

The Committee decided: that the report be noted.

[Reference: Note of South Lanarkshire Council (Special) of 25 March 2020 (Paragraph 3)]

11 Finance and Corporate Resource Plan 2020/2021

A report dated 10 August 2020 by the Executive Director (Finance and Corporate Resources) was submitted on the Finance and Corporate Resource Plan for 2020/2021.

Details were provided on the Resource Plan for 2020/2021, attached as Appendix 1 to the report, which outlined the:-

- ◆ key areas of focus for the year ahead
- ◆ objectives and outcomes
- ◆ measures and actions
- ◆ resourcing of the Plan
- ◆ organisational structure of the Resource

In line with the Council's performance management arrangements, a mid-year progress report on actions identified in the 2020/2021 Resource Plan would be submitted to a future meeting of the Committee.

The Committee recommended to the Executive Committee: that the Finance and Corporate Resource Plan for 2020/2021 be approved and uploaded to the Council's website.

12 Revenue Collection and Approval for Write-offs

A report dated 29 July 2020 by the Executive Director (Finance and Corporate Resources) was submitted on:-

- ◆ collection performance for the financial year 2020/2021 to 30 June 2020 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, sundry debt and Housing Rent and associated charges

Collection across all income streams had been significantly impacted upon by the temporary cessation of recovery action for the first 4 months of 2020/2021 due to the COVID-19 pandemic. In particular, no statutory recovery and sheriff officer activity had taken place between April and July 2020 in relation to Council Tax for both the current year and arrears years. The health crisis had also seen financial support provided, via Council Tax reduction, increase by almost 10%.

Statutory recovery in the form of reminders and recovery action for all income streams would commence at the end of July 2020.

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

- ◆ irrecoverable Council Tax accounts from 1993/1994 to 2020/2021 to the value of £237,851.27 relating primarily to prescribed debt, sequestrations and estates of the deceased
- ◆ sundry debts to a value of £877.65
- ◆ former tenant rent arrears and factoring arrears totalling £4,518.71

The Committee decided:

- (1) that the Council's performance in the collection of revenues be noted; and
- (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:-
 - ◆ Council Tax debt from 1993/1994 to 2020/2021 to the value of £237,851.27
 - ◆ sundry debts to a value of £877.65
 - ◆ house rent and factoring arrears totalling £4,518.71

[Reference: Note of 20 May 2020 (Paragraph 8)]

13 Prudential Indicators, Treasury Management Activity and Annual Investment Report 2019/2020

A report dated 13 July 2020 by the Executive Director (Finance and Corporate Resources) was submitted on:-

- ◆ Treasury Management activity and interim Prudential Code Indicators for 2019/2020
- ◆ the proposed Annual Investment Report for 2019/2020

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 CIPFA Prudential Code 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 2019/2020 and the Treasury Management and Prudential Code Indicators for 2019/2020 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 2019/2020 had 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 2019/2020 and Appendix 4 detailed the permitted investments that the Council had approved for the financial year 2019/2020.

No borrowing in advance was taken during 2019/2020.

The Committee decided:

- (1) that the Treasury Management Activity Report for 2019/2020 and the 2019/2020 Treasury Management and Prudential Code Indicators be noted and referred to the Executive Committee for noting; and
- (2) that the 2019/2020 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 4 March 2020 (Paragraph 7) and minutes of the Executive Committee of 24 June 2020 (Paragraph 12)]

Councillor Fagan left the meeting after this item of business

14 2020/2021 Information and Communication Technology (ICT) Asset Management Plan

A report dated 29 July 2020 by the Executive Director (Finance and Corporate Resources) was submitted on the 2020/2021 Information and Communication Technology (ICT) Asset Management Plan.

The proposed ICT Asset Management Plan outlined the priorities and strategies required to develop and support the ICT asset estate, which supported the business objectives of the Council whilst ensuring business continuity. The Plan highlighted the key support work planned for the year ahead to ensure that the Council's ICT assets were fit for purpose.

Details of the key support work were provided in the report and a copy of the proposed 2020/2021 ICT Asset Management Plan was attached as Appendix 1 to the report.

The Committee decided: that the 2020/2021 Information and Communication Technology (ICT) Asset Management Plan be approved.

[Reference: Minutes of 7 August 2019 (Paragraph 18)]

15 Common Good - Update

A report dated 10 July 2020 by the Executive Director (Finance and Corporate Resources) was submitted on:-

- ◆ the Common Good final accounts for the year ended 31 March 2020
- ◆ the cyclical spend committed against the Common Good repairs and maintenance budgets for both Lanark and Hamilton
- ◆ projects committed from the Common Good budgets for both Lanark and Hamilton
- ◆ the funding package for Lanark Loch pipe repair works
- ◆ public consultations relating to Common Good properties

The Common Good funds held within South Lanarkshire Council were Lanark, Biggar, Hamilton and Rutherglen. The Common Good accounts for 2019/2020 were detailed in Appendix 1 to the report and showed that, as at the end of 2019/2020, the Common Good balance invested in the Council's Loans Fund was £0.802 million. This was the amount of money held by the Council that was readily available to meet required expenditure.

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

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

An update had been provided to Committee on 28 November 2018 in relation to the survey of the damaged pipe at Lanark Loch. The Reservoir Consultant had now proposed a solution for the remedial works which were likely to cost in excess of £0.150 million.

As at 31 March 2020, Lanark Common Good Fund had a cash balance of £321,706. However, there were already commitments against this, as detailed in sections 5 and 6 of the report, leaving a balance of £211,131 available.

It was proposed that a funding package be put in place prior to the works being tendered. This included a contribution from the Council's Property Investment Fund (Capital) of 50% of the cost, with the other 50% met from the Common Good Fund. Following agreement of the funding package, the works would be tendered and the outcome would be reported to this Committee.

Section 102 of the Community Empowerment (Scotland) Act 2015 required each local authority to establish and maintain a register of property which was held by the authority as part of the Common Good. Before establishing a Common Good register, each local authority was required to publish a list of property that it proposed to include in its register. South Lanarkshire Council had produced a proposed Common Good register and had issued a consultation to members of this Committee and local elected members, Community Councils and community groups within Hamilton and Lanark, inviting them to make representations in respect of the proposed register. The closing date for responses to the consultation had been 31 March 2020. However, the consultation had been delayed due to the COVID-19 pandemic, but was now progressing and an update would be submitted to the next meeting of this Committee.

The Committee decided:

- (1) that the accounts for Common Good for the year ended 31 March 2020 be noted;

- (2) that the cyclical spend committed against the Common Good repairs and maintenance budgets for Lanark and Hamilton be noted;
- (3) that the projects committed from the Lanark and Hamilton Common Good funds be noted;
- (4) that the funding package for the Lanark Loch pipe repair works, as detailed in the report, be approved; and
- (5) that details of consultations relating to the Common Good be noted.

[Reference: Minutes of 28 November 2018 (Paragraph 10) and 11 December 2019 (Paragraph 13)]

16 Finance and Corporate Resource Plan Quarter 4 Progress Report 2019/2020

A report dated 15 July 2020 by the Executive Director (Finance and Corporate Resources) was submitted on the Finance and Corporate Resource Plan for 2019/2020.

Details were provided on:-

- ♦ progress made in implementing the priority projects identified in the Resource Plan 2019/2020, as detailed in the Quarter 4 Progress Report, attached as Appendix 1 to the report
- ♦ those measures which had changed in red/amber/green status, during the period from Quarter 2 to Quarter 4, as detailed in Appendix 2 to the report

The Committee decided:

- (1) that the Quarter 4 Progress Report for 2018/2019, attached as Appendix 1 to the report, together with the achievements made by the Resource during 2019/20120, be noted; and
- (2) that details of those measures which had changed in red/amber/green status, during the period from Quarter 2 to Quarter 4, as detailed in Appendix 2 to the report, be noted.

[Reference: Minutes of 11 December 2019 (Paragraph 10)]

17 Governance of Charitable Trust Funds – 2019/2020 Expenditure

A report dated 1 July 2020 by the Executive Director (Finance and Corporate Resources) was submitted on payments made to beneficiaries from the 69 Charitable Trust Funds administered by the Council which, at 1 April 2019, were valued at £1.187 million.

During 2019/2020, expenditure totalling £0.038 million had been distributed to beneficiaries of the Trust Funds. The expenditure was offset by income of £0.039 million from interest or dividends received from investments. In addition, funds of the Loudon Bequest, which were managed by Barclays Wealth, had been reinvested. This had resulted in a total closing balance on the Trust Funds, as at 31 March 2020, of £1.184 million.

Details of all active funds and payments made in 2019/2020, together with the balances of the funds as at 31 March 2020, were provided in Appendix 1 to the report.

At its meeting held on 25 April 2018, this Committee had approved a proposal to modernise the charitable trust funds. The Council's Administration and Legal Services had been working with the Office of the Scottish Charity Regulator (OSCR) to formally adopt trust deeds.

OSCR had approved the establishment of the South Lanarkshire Charitable Trust on 16 December 2019 and the South Lanarkshire Education Trust on 17 December 2019.

In early 2020, Administration and Legal Services had commenced the process of transferring the assets of the old trust funds/bequests to the new trust funds. A first draft of the Transfer Deed had been prepared and work on completing the forms OSCR required for approval of the transfer was progressing.

The Committee decided: that the report be noted.

[Reference: Minutes of 25 April 2018 (Paragraph 9) and 7 August 2019 (Paragraph 19)]

18 Finance and Constitution Committee – Calls for Views on Pre-Budget Scrutiny 2021/2022

A report dated 7 August 2020 by the Executive Director (Finance and Corporate Resources) was submitted on the Scottish Parliament's Finance and Constitution Committee's call for views on Pre-Budget Scrutiny 2020/2021.

The specific questions and the Council's response was summarised in Section 4 of the report and the full response was attached at Appendix 1 to the report. The deadline for response was 7 August 2020 and the Council's submission was returned prior to that date.

The Committee decided: that the report be noted.

19 Urgent Business

There were no items of urgent business.

APPEALS PANEL

Minutes of meeting held via Microsoft Teams and in Committee Room 1, Council Offices, Almada Street, Hamilton on 13 August 2020

Chair:

Councillor Gladys Miller

Councillors Present:

Councillor Catherine McClymont, Councillor Jim McGuigan

Attending:

Finance and Corporate Resources

S McLeod, Administration Officer; E Maxwell, Human Resources Business Partner; H Tennant, Administration Officer

1 Declaration of Interests

No interests were declared.

2 Urgent Business

There were no items of urgent business.

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 2/20) by an employee against his dismissal.

The appellant was present and represented by U Joe-Adigwe of GMB. 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.
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Report

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Report to:	Finance and Corporate Resources Committee
Date of Meeting:	28 October 2020
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Revenue Budget Monitoring 2020/2021 - Finance and Corporate Resources
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide information on the actual expenditure measured against the revenue budget for the period 1 April 2020 to 14 August 2020 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 £0.780 million on the Finance and Corporate Resources' revenue budget, as detailed in Appendix A of the report, and the forecast to 31 March 2021 of breakeven, be noted; and
- (2) that the proposed budget virements be approved.

3. Background

- 3.1. This is the second revenue budget monitoring report presented to the Finance and Corporate Resources Committee for the financial year 2020/2021.
- 3.2. The report details the financial position for Finance and Corporate Resources on Appendix A, along with variance explanations in Appendices B-I.
- 3.3. The Resource has incurred expenditure in relation to COVID-19, and in order to separate these costs from the Resource's normal activities, a COVID-19 Service has been included at Appendix I.

4. Employee Implications

4.1. None.

5. Financial Implications

- 5.1. As at 14 August 2020, there is an overspend of £0.780 million against the phased budget. This is due to the costs of COVID-19 as shown in Appendix I (£0.572 million) and also the loss of income totalling £0.208 million in relation to COVID-19 which is included in the positions for Administration, Legal and Licensing and Communications and Strategy (being £0.080 million and £0.128 million, respectively).
- 5.2. The budget included in Appendix I for COVID-19 relates to Scottish Government funding in relation to COVID-19 Business Support Grants.

- 5.3. The financial forecast for the revenue budget to 31 March 2021 is a breakeven position, excluding the COVID-19 costs and loss of income.
- 5.4. Virements are proposed to realign budgets. These movements have been detailed in the appendices to this report, as appropriate.
- 6. Climate Change, Sustainability and Environmental Implications**
- 6.1. There are no implications for climate change, sustainability or the environment in terms of the information contained in this report.
- 7. Other Implications**
- 7.1. The main risk associated with the Council's Revenue Budget is that there is an overspend. The risk has been assessed as low given the detailed budget management applied across the Resources. The risk is managed through four weekly Budget Monitoring Meetings at which any variance is analysed. In addition, the probable outturn exercise ensures early warning for corrective action to be taken where appropriate.
- 8. Equality Impact Assessment and Consultation Arrangements**
- 8.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.
- 8.2. There is also no requirement to undertake any consultation in terms of the information contained in the report.

Paul Manning
Executive Director (Finance and Corporate Resources)

17 September 2020

Link(s) to Council Values/Ambitions/Objectives

- ◆ Value: Accountable, Effective, Efficient and Transparent

Previous References

- ◆ Finance and Corporate Resources Committee, 19 August 2020

List of Background Papers

- ◆ Financial ledger and budget monitoring results to 14 August 2020

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)

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SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 14 August 2020 (No.5)

Finance and Corporate Resources Summary

	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 14/08/20	Actual 14/08/20	Variance 14/08/20		% Variance 14/08/20	Note
	£000	£000	£000	£000	£000	£000			
<u>Budget Category</u>									
Employee Costs	34,139	34,139	0	12,185	12,734	(549)	over	(4.5%)	
Property Costs	4,119	4,119	0	442	408	34	under	7.7%	
Supplies & Services	6,477	6,477	0	4,339	4,327	12	under	0.3%	
Transport & Plant	104	104	0	37	27	10	under	27.0%	
Administration Costs	7,511	7,511	0	2,599	2,551	48	under	1.8%	
Payments to Other Bodies	49,876	49,876	0	44,680	44,610	70	under	0.2%	
Payments to Contractors	265	265	0	16	13	3	under	18.8%	
Transfer Payments	70,686	70,686	0	23,325	23,049	276	under	1.2%	
Financing Charges	1,021	1,021	0	615	601	14	under	2.3%	
Total Controllable Exp.	174,198	174,198	0	88,238	88,320	(82)	over	(0.1%)	
Total Controllable Inc.	(138,101)	(138,101)	0	(69,074)	(68,376)	(698)	under recovered	(1.0%)	
Net Controllable Exp.	36,097	36,097	0	19,164	19,944	(780)	over	(4.1%)	

Variance Explanations

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

Budget Virements

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

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 14 August 2020 (No.5)

Finance - Strategy Services

Budget Category	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 14/08/20	Actual 14/08/20	Variance 14/08/20		% Variance 14/08/20	Note
	£000	£000	£000	£000	£000	£000			
Employee Costs	2,847	2,847	0	1,079	1,083	(4)	over	(0.4%)	
Property Costs	0	0	0	0	0	0	-	n/a	
Supplies & Services	19	19	0	17	15	2	under	11.8%	
Transport & Plant	0	0	0	0	0	0	-	n/a	
Administration Costs	112	112	0	8	8	0	-	0.0%	
Payments to Other Bodies	495	495	0	176	175	1	under	0.6%	
Payments to Contractors	22	22	0	7	5	2	under	28.6%	
Transfer Payments	0	0	0	0	0	0	-	n/a	
Financing Charges	16	16	0	11	7	4	under	36.4%	
Total Controllable Exp.	3,511	3,511	0	1,298	1,293	5	under	0.4%	
Total Controllable Inc.	(1,529)	(1,529)	0	0	0	0	-	n/a	
Net Controllable Exp.	1,982	1,982	0	1,298	1,293	5	under	0.4%	

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 14 August 2020 (No.5)

Finance - Transactions Services

	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 14/08/20	Actual 14/08/20	Variance 14/08/20		% Variance 14/08/20	Note
	£000	£000	£000	£000	£000	£000			
<u>Budget Category</u>									
Employee Costs	11,259	11,259	0	4,089	4,125	(36)	over	(0.9%)	1
Property Costs	3,242	3,242	0	250	250	0	-	0.0%	
Supplies & Services	828	828	0	396	385	11	under	2.8%	
Transport & Plant	7	7	0	2	0	2	under	100.0%	
Administration Costs	1,218	1,218	0	394	363	31	under	7.9%	2
Payments to Other Bodies	0	0	0	0	0	0	-	n/a	
Payments to Contractors	243	243	0	9	8	1	under	11.1%	
Transfer Payments	70,686	70,686	0	23,325	23,049	276	under	1.2%	3
Financing Charges	104	104	0	51	50	1	under	2.0%	
Total Controllable Exp.	87,587	87,587	0	28,516	28,230	286	under	1.0%	
Total Controllable Inc.	(73,902)	(73,902)	0	(21,372)	(20,962)	(410)	under recovered	(1.9%)	4
Net Controllable Exp.	13,685	13,685	0	7,144	7,268	(124)	over	(1.7%)	

Variance Explanations**1. Employee Costs**

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

2. Administration Costs

The underspend is due to lower than anticipated legal fees to date.

3. Transfer Payments

The underspend is due to the current profile of Housing Benefit payments and is offset by an under recovery of income (see 4 below).

4. Income

The under recovery relates to the under recovery of Housing Benefit Subsidy income, offset by reduced expenditure (see 3 above), and an under recovery of Housing Benefit Overpayment income.

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 14 August 2020 (No.5)

Audit Services

	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 14/08/20	Actual 14/08/20	Variance 14/08/20		% Variance 14/08/20	Note
	£000	£000	£000	£000	£000	£000			
<u>Budget Category</u>									
Employee Costs	535	535	0	224	228	(4)	over	(1.8%)	
Property Costs	0	0	0	0	0	0	-	n/a	
Supplies & Services	7	7	0	3	2	1	under	33.3%	
Transport & Plant	0	0	0	0	0	0	-	n/a	
Administration Costs	7	7	0	2	2	0	-	0.0%	
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	4	4	0	2	2	0	-	0.0%	
Total Controllable Exp.	553	553	0	231	234	(3)	over	(1.3%)	
Total Controllable Inc.	(223)	(223)	0	0	0	0	-	0.0%	
Net Controllable Exp.	330	330	0	231	234	(3)	over	(1.3%)	

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 14 August 2020 (No.5)

Information Technology Services

	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 14/08/20	Actual 14/08/20	Variance 14/08/20		% Variance 14/08/20	Note
	£000	£000	£000	£000	£000	£000			
<u>Budget Category</u>									
Employee Costs	5,078	5,078	0	1,989	2,044	(55)	over	(2.8%)	1
Property Costs	504	504	0	152	122	30	under	19.7%	
Supplies & Services	4,613	4,613	0	3,593	3,382	211	under	5.9%	2
Transport & Plant	4	4	0	1	0	1	under	100.0%	
Administration Costs	2,039	2,039	0	791	791	0	-	0.0%	
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	499	499	0	336	320	16	under	4.8%	
Total Controllable Exp.	12,737	12,737	0	6,862	6,659	203	under	3.0%	
Total Controllable Inc.	(8,030)	(8,030)	0	(2,642)	(2,653)	11	over recovered	0.4%	
Net Controllable Exp.	4,707	4,707	0	4,220	4,006	214	under	5.1%	

Variance Explanations**1. Employee Costs**

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

2. Supplies and Services

The underspend reflects the timing of spend for IT systems to date.

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 14 August 2020 (No.5)

Personnel Services

Budget Category	Annual Budget £000	Forecast for Year £000	Annual Forecast Variance £000	Budget Proportion 14/08/20 £000	Actual 14/08/20 £000	Variance 14/08/20 £000		% Variance 14/08/20	Note
Employee Costs	8,546	8,546	0	2,661	2,735	(74)	over	(2.8%)	1
Property Costs	355	355	0	37	30	7	under	18.9%	
Supplies & Services	272	272	0	107	93	14	under	13.1%	
Transport & Plant	51	51	0	5	0	5	under	100.0%	
Administration Costs	1,105	1,105	0	349	334	15	under	4.3%	
Payments to Other Bodies	2,496	2,496	0	493	424	69	under	14.0%	2,a,b
Payments to Contractors	0	0	0	0	0	0	-	n/a	
Transfer Payments	0	0	0	0	0	0	-	n/a	
Financing Charges	40	40	0	25	28	(3)	over	(12.0%)	
Total Controllable Exp.	12,865	12,865	0	3,677	3,644	33	under	0.9%	
Total Controllable Inc.	(2,633)	(2,633)	0	(272)	(175)	(97)	under recovered	(35.7%)	3
Net Controllable Exp.	10,232	10,232	0	3,405	3,469	(64)	over	(1.9%)	

Variance Explanations**1. Employee Costs**

The overspend reflects the staff turnover being lower than anticipated to date.

2. Administration Costs

The underspend reflects the timing of the receipt of invoices for medicals.

3. Income

The under recovery reflects lower than anticipated income from the Cafes, which are currently closed due to COVID-19, offset by a reduction in expenditure.

Budget Virements

- Transfer from reserves for British Sign Language funding carried forward. Net Effect £0.011m: Payment to Other Bodies £0.011m.
- Transfer from reserves for Sanitary Product funding carried forward. Net Effect £0.078m: Payments to Other Bodies £0.078m.

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 14 August 2020 (No.5)

Administration, Legal and Licensing Services

	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 14/08/20	Actual 14/08/20	Variance 14/08/20		% Variance 14/08/20	Note
	£000	£000	£000	£000	£000	£000			
<u>Budget Category</u>									
Employee Costs	4,107	4,107	0	1,521	1,543	(22)	over	(1.4%)	1
Property Costs	18	18	0	3	3	0	-	0.0%	
Supplies & Services	126	126	0	39	46	(7)	over	(17.9%)	
Transport & Plant	14	14	0	2	0	2	under	100.0%	
Administration Costs	2,140	2,140	0	783	780	3	under	0.4%	
Payments to Other Bodies	679	679	0	282	282	0	-	0.0%	
Payments to Contractors	0	0	0	0	0	0	-	n/a	
Transfer Payments	0	0	0	0	0	0	-	n/a	
Financing Charges	32	32	0	18	22	(4)	over	(22.2%)	
Total Controllable Exp.	7,116	7,116	0	2,648	2,676	(28)	over	(1.1%)	
Total Controllable Inc.	(2,912)	(2,912)	0	(328)	(190)	(138)	under recovered	(42.1%)	2
Net Controllable Exp.	4,204	4,204	0	2,320	2,486	(166)	over	(7.2%)	

Variance Explanations**1. Employee Costs**

The overspend reflects the staff turnover being lower than anticipated to date.

2. Income

The under recovery of income is mainly as a result of the impact of COVID-19.

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 14 August 2020 (No.5)

Communications and Strategy Services

Budget Category	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 14/08/20	Actual 14/08/20	Variance 14/08/20		% Variance 14/08/20	Note
	£000	£000	£000	£000	£000	£000			
Employee Costs	1,767	1,767	0	622	620	2	under	0.3%	
Property Costs	0	0	0	0	0	0	-	n/a	
Supplies & Services	612	612	0	184	208	(24)	over	13.0%	1
Transport & Plant	28	28	0	27	27	0	-	0.0%	
Administration Costs	890	890	0	272	256	16	under	5.9%	
Payments to Other Bodies	6	6	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	326	326	0	172	172	0	-	0.0%	
Total Controllable Exp.	3,629	3,629	0	1,277	1,283	(6)	over	(0.5%)	
Total Controllable Inc.	(2,672)	(2,672)	0	(731)	(667)	(64)	under recovered	(8.8%)	2
Net Controllable Exp.	957	957	0	546	616	(70)	over	(12.8%)	

Variance Explanations**1. Supplies and Services**

The overspend relates to the purchase of materials and is offset by additional income.

2. Income

The net under recovery of income reflects the impact of COVID-19 on the work of the service.

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 14 August 2020 (No.5)

COVID - 19

Budget Category	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 14/08/20	Actual 14/08/20	Variance 14/08/20		% Variance 14/08/20	Note
	£000	£000	£000	£000	£000	£000			
Employee Costs	0	0	0	0	356	(356)	over	n/a	1
Property Costs	0	0	0	0	3	(3)	-	n/a	
Supplies & Services	0	0	0	0	196	(196)	over	n/a	2
Transport & Plant	0	0	0	0	0	0	-	n/a	
Administration Costs	0	0	0	0	17	(17)	over	n/a	3
Payments to Other Bodies	46,200	46,200	0	43,729	43,729	0	-	0.0%	
Payments to Contractors	0	0	0	0	0	0	-	n/a	
Transfer Payments	0	0	0	0	0	0	-	n/a	
Financing Charges	0	0	0	0	0	0	-	n/a	
Total Controllable Exp.	46,200	46,200	0	43,729	44,301	(572)	over	(0.8%)	
Total Controllable Inc.	(46,200)	(46,200)	0	(43,729)	(43,729)	0	-	n/a	
Net Controllable Exp.	0	0	0	0	572	(572)	over	n/a	

Variance Explanations**1. Employee Costs**

The overspend relates to overtime and includes the cost of the wellbeing helpline and also additional time required to process the Business Support Grants, and other benefits including Social Welfare Payments and Council Tax Reduction Scheme applications in relation to COVID-19.

2. Supplies and Services

The overspend relates mainly to IT expenditure including licences and devices to support staff working from home.

3. Administration Costs

The overspend relates to printing and postage costs in relation to COVID-19 related items.

Report

5

Report to:	Finance and Corporate Resources Committee
Date of Meeting:	28 October 2020
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Capital Budget Monitoring 2020/2021 - Finance and Corporate Resources
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide information on the progress of the capital programme for Finance and Corporate Resources for the period 1 April 2020 to 14 August 2020

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 £4.749 million, and expenditure to date of £0.182 million, be noted.

3. Background

3.1. This is the second capital monitoring report presented to the Finance and Corporate Resources Committee for the financial year 2020/2021. Further reports will follow throughout the year.

3.2. As noted in the last report to this Committee (19 August 2020), the budget for Finance and Corporate Resources for financial year 2020/2021, including carry forward, was £5.249 million. It was also noted that the progress in delivery of this new year programme had been affected by the lockdown due to COVID-19 along with the ongoing requirements of social distancing.

3.3. As a result, a revised 2020/2021 General Services Capital Programme was presented to the Executive Committee on 23 September 2020. The focus of the paper was the level of project deliverability which could be achieved in the current year. The revised base programme for Finance and Corporate Resources is therefore £4.749 million.

3.4. 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. As detailed at section 3.3, the total revised capital programme for Finance and Corporate Resources for 2020/2021 is £4.749 million. Anticipated spend to date was £0.182 million, and £0.182 million has been spent. This represents a breakeven position.

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.

Paul Manning

Executive Director (Finance and Corporate Resources)

8 October 2020

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, Effective, Efficient and Transparent

Previous References

- ◆ Finance and Corporate Resources Committee, 19 August 2020
- ◆ Executive Committee, 23 September 2020

List of Background Papers

- ◆ Financial ledger to 14 August 2020

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)

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E-mail: lorraine.o'hagan@southlanarkshire.gov.uk

**South Lanarkshire Council
Capital Expenditure 2020-2021
Finance and Corporate Resources Programme
For Period 1 April 2020 – 14 August 2020**

<u>Finance and Corporate Resources</u>	Total Original Budget £000	Budget Adjustments £000	Slippage £000	Total Budget £000	Budget to Date £000	Actual Expenditure £000
Information Technology Services	4,749	0	0	4,749	182	182
TOTAL	4,749	0	0	4,749	182	182

Report

6

Report to: **Finance and Corporate Resources Committee**
 Date of Meeting: **28 October 2020**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Finance and Corporate Resources – Workforce
Monitoring – July and August 2020**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for the period July and August 2020 relating to Finance and Corporate Resources

2. Recommendation(s)

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

(1) that the following employment information for the period July and August 2020 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 13 June 2020

3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to Committee. This report for Finance and Corporate Resources provides information on the position for the period July and August 2020.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of August 2020 for Finance and Corporate Resources.

The Resource absence figure for August 2020 was 2.0%, which remains unchanged when compared to last month and is 1.1% lower than the Council-wide figure. Compared to August 2019, the Resource absence figure has decreased by 1.6%.

Based on the absence figures at August 2020 and annual trends, the projected annual average absence for the Resource for 2020/2021 is 3.3%, compared to a Council-wide average figure of 4.4%.

For the financial year 2020/2021, the projected average days lost per employee equates to 5.5 days, compared with the overall figure for the Council of 7.0 days per employee.

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

The attendance information contained in this report includes absences as a result of Covid-19, and employees are being supported through this difficult time to maintain attendance levels where they can.

4.2. Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, 24 referrals were made this period, a decrease of 38 when compared with the same period last year.

4.3. Accident/Incident Statistics (Appendix 2)

There were no accidents/incidents recorded within the Resource this period, a decrease of 3 when compared with the same period last year.

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

During the period no disciplinary hearings, grievance hearings or Dignity at Work complaints were raised within the Resource, which remains unchanged when compared with the same period last year.

4.5. Analysis of Leavers (Appendix 2)

There were 2 leavers in the Resource this period who were eligible for an exit interview. This figure has decreased by 5 when compared with the same period last year. Exit interviews were held with 100% of employees, compared with 14% for the same period last year.

4.6. 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

4.7. Appendix 2a provides a breakdown of vacant posts and whether these are being replaced or held for savings. In the period July to August 2020, 6 (5.0 FTE) employees in total left employment. Managers indicated all of the posts are to be filled.

5. Staffing Watch

5.1. There has been a decrease of 20 in the number of employees in post from 14 March 2020 to 13 June 2020.

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 or environmental implications arising from the information presented in this report.

9. Other Implications

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

10. Equality Impact Assessment and Consultation Arrangements

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

Paul Manning

Executive Director (Finance and Corporate Resources)

23 September 2020

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent
- ◆ Fair, open and sustainable
- ◆ Ambitious, self aware and improving
- ◆ Excellent employer
- ◆ Focused on people and their needs
- ◆ Working with and respecting others

Previous References

- ◆ Finance and Corporate Resources – 19 August 2020

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:-

Janet McLuckie, Personnel Officer

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E-mail: Janet.McLuckie@southlanarkshire.gov.uk

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Finance and Corporate Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021				
April	3.1	3.5	3.5	April	8.6	7.1	8.5	April	3.2	3.6	3.6	April	4.1	4.0	4.4				
May	3.3	3.2	2.3	May	0.4	0.0	16.0	May	3.2	3.2	2.4	May	4.2	4.4	3.1				
June	2.5	3.3	1.9	June	0.0	0.5	7.4	June	2.5	3.2	1.9	June	4.3	4.4	2.7				
July	2.9	3.3	2.0	July	0.0	2.4	3.5	July	2.9	3.2	2.0	July	3.4	3.4	2.3				
August	2.8	3.6	1.8	August	0.4	5.9	12.1	August	2.8	3.6	2.0	August	3.6	3.7	3.1				
September	3.1	3.3		September	0.0	3.5		September	3.0	3.3		September	4.4	4.5					
October	3.6	3.7		October	0.0	3.6		October	3.6	3.7		October	4.4	4.6					
November	4.6	3.9		November	0.0	2.6		November	4.6	3.8		November	5.1	5.5					
December	3.8	4.6		December	0.0	1.3		December	3.8	4.5		December	4.8	5.7					
January	3.6	3.9		January	0.0	0.0		January	3.5	3.9		January	4.9	5.3					
February	3.7	4.1		February	2.3	7.6		February	3.6	4.1		February	5.2	5.6					
March	3.2	4.5		March	9.8	4.6		March	3.3	4.5		March	4.9	6.2					
Annual Average	3.4	3.7	3.3	Annual Average	1.8	3.3	5.9	Annual Average	3.3	3.7	3.3	Annual Average	4.4	4.8	4.4				
Average Apr-Aug	2.9	3.4	2.3	Average Apr-Aug	1.9	3.2	9.5	Average Apr-Aug	2.9	3.4	2.4	Average Apr-Aug	3.9	4.0	3.1				
No of Employees at 31 August 2020				962	No of Employees at 31 August 2020				10	No of Employees at 31 August 2020				972	No of Employees at 31 August 2020				16075

For the financial year 2020/21, the projected average days lost per employee equates to 5.5 days.

FINANCE AND CORPORATE RESOURCES

	Jul-Aug 2019	Jul-Aug 2020
MEDICAL EXAMINATIONS		
Number of Employees Attending	21	5
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	0	0
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	23	6
REFERRALS TO EMPLOYEE SUPPORT OFFICER		
	18	13
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY		
	0	0
TOTAL	62	24

CAUSE OF ACCIDENTS/INCIDENTS	Jul-Aug 2019	Jul-Aug 2020
Violent Incident: Verbal*****	3	0
Total Accidents/Incidents	3	0

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

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

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

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

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

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

RECORD OF DISCIPLINARY HEARINGS	Jul-Aug 2019	Jul-Aug 2020
Total Number of Hearings	0	0

RECORD OF GRIEVANCE HEARINGS	Jul-Aug 2019	Jul-Aug 2020
Number of Grievances	0	0
Number Resolved at Stage 1	0	0
Number Resolved at Stage 2	0	0
Number Resolved at Stage 3	0	0
Still in Progress	0	0

RECORD OF DIGNITY AT WORK	Jul-Aug 2019	Jul-Aug 2020
Number of Incidents	0	0

ANALYSIS OF REASONS FOR LEAVING	Jul-Aug 2019	Jul-Aug 2020
Personal Reasons	0	1
Childcare/caring responsibilities	1	0
Other	0	1
Number of Exit Interviews conducted	1	2

Total Number of Leavers Eligible for Exit Interview	7	2
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Percentage of interviews conducted	14%	100%
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	July - August 2020		Reconciliation figure		Cumulative total	
			Apr 2020 - June 2020			
	FTE*	H/C**	FTE	H/C	FTE	H/C
Terminations/Leavers	5.00	6	7.78	10	12.78	16
Being replaced	5.00	6	7.78	10	12.78	16
Held pending savings	0.00	0	0.00	0	0.00	0
Filled on fixed term basis	0.00	0	0.00	0	0.00	0
Budget transfer to other post	0.00	0	0.00	0	0.00	0
End of fixed term contract	0.00	0	0.00	0	0.00	0
No reason provided	0.00	0	0.00	0	0.00	0

* Full time equivalent

** Head count/number of employees

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

1. As at 13 June 2020

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
205	16	366	304	891					
*Full - Time Equivalent No of Employees									
Salary Bands									
Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
2.00	121.49	345.93	230.62	57.54	25.70	6.00	1.00	0.00	790.28

1. As at 14 March 2020

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
210	15	382	304						
911									
*Full - Time Equivalent No of Employees									
Salary Bands									
Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
2.00	127.66	351.89	235.85	59.70	26.70	6.00	1.00	0.00	810.8

Report

7

Report to:	Finance and Corporate Resources Committee
Date of Meeting:	28 October 2020
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Council-wide Workforce Monitoring – July and August 2020
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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 July and August 2020

2. Recommendation(s)

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

(1) that the following employment information for the period July and August 2020 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 13 June 2020

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 July and August 2020.

4. Attendance Statistics

4.1. Information on absence statistics for the Council and each Resource, as analysed for August 2020, is provided in Appendices 1 to 8. Points to note are:-

The Council's absence rate for August 2020, shown in Appendix 1, is 3.1%, which represents an increase of 0.8% compared with last month and the figure has decreased by 0.6% compared to August 2019.

When compared to August 2019, the APT&C absence rate has decreased by 1.0%, the teachers' figure has decreased by 0.1% and the manual workers' figure has decreased by 0.4%.

Based on annual trends and the absence rate to August 2020, the projected average absence rate for the Council for the financial year 2020/2021 is 4.4%.

For the financial year 2020/2021, the projected average days lost per employee equates to 7.0 days.

In comparison to August 2019 (Appendix 8):-

- ◆ Musculoskeletal and psychological conditions are the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have decreased by 734 days.
- ◆ Total days lost due to psychological conditions have decreased by 647 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 520 days.
- ◆ Total days lost due to respiratory conditions have increased by 231 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.

The attendance information contained in this report includes absences as a result of Covid-19, and employees are being supported through this difficult time to maintain attendance levels where they can.

5. Occupational Health

5.1. Information on Occupational Health for the period July and August 2020 is provided in Appendix 9.

- ◆ during the period there were 208 employees referred for a medical examination, a decrease of 83 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 186 employees attended physiotherapy treatment, showing a decrease of 174 when compared to the same period last year. Of the 186 employees referred, 66% remained at work whilst undertaking treatment.
- ◆ during this period 177 employees were referred to the Employee Support Officer, showing a decrease of 51 when compared with the same period last year. Of the referrals made this period, 87% related to personal reasons.
- ◆ 69 employees were referred to the PAM Assist counselling service this period, showing a decrease of 43 when compared with the same period last year. All of the referrals made this period were from management and none were made directly by employees. Personal reasons accounted for 75% of the referrals made, 3% were for work related reasons and 22% were for other reasons.
- ◆ 24 employees were referred for Cognitive Behavioural Therapy this period, an increase of 2 when compared to the same period last year.

6. Accidents/Incidents

6.1. The accident/incident report for July and August 2020 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 76, this figure has decreased by 31 from the same period last year.
- ◆ there were no specified injuries recorded, this figure has remains unchanged from the same period last year.
- ◆ there were 69 minor accidents/incidents, this figure has decreased by 27 from the same period last year.
- ◆ 2 accidents resulted in an absence lasting over 3 days during the period, this figure remains unchanged from the same period last year.
- ◆ there were 5 accidents resulting in absences lasting over 7 days during the period, this figure has decreased by 4 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 July and August 2020 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 6 disciplinary hearings were held across Resources within the Council, a decrease of 19 when compared to the same period last year.
- ◆ action was taken in 6 of these cases. No appeals were raised against the outcomes.
- ◆ our target is to convene disciplinary hearings within 6 weeks, 50% of hearings met this target.
- ◆ during the period, 2 appeals were heard by the Appeals Panel
- ◆ at the end of August 2020, 1 Appeals Panel was pending
- ◆ during the period, 9 grievance cases were raised
- ◆ during the period, 4 Dignity at Work cases were raised
- ◆ during the period, no referrals for mediations were submitted

8. Analysis of Leavers and Exit Interviews

8.1. Information on the number of leavers and exit interviews for the period July and August 2020 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 13 June 2020, the Council's turnover figure for July and August 2020 is as follows:-

80 leavers eligible for exit interviews/14,827 employees in post = Labour Turnover of 0.5%.

Based on the figure at August 2020, the projected annual labour turnover figure for the financial year 2020/2021 for the Council is 1.9%.

8.2. Analysis of Leavers and Exit Interviews

- ◆ there were a total of 80 employees leaving the Council that were eligible for an exit interview, a decrease of 66 when compared with the same period last year.
- ◆ exit interviews were held with 26% of leavers, compared with 20% from the 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 July to August 2020, 246 (163.96 FTE) employees left employment and managers indicated that 243 (162.36 FTE) would be replaced. Of the remaining posts, 2 (0.60 FTE) plan to transfer the budget to another post and for the remaining 1 post (1.0 FTE) was as a result of the end of a fixed term contract.

9. Recruitment Monitoring

9.1. Information on Recruitment Monitoring for July and August 2020 is contained within Appendix 14.

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

- ◆ overall, 1,603 applications and 1,478 completed Equal Opportunities Monitoring Forms were received
- ◆ of those applicants who declared themselves as disabled (78), 42 were shortlisted for interview and 9 were appointed
- ◆ of those applicants of a black/ethnic minority background (49), 19 were shortlisted for interview and 6 were appointed.

10. Staffing Watch

10.1 There has been an increase of 47 in the number of employees in post from 14 March 2020 to 13 June 2020. Details of staffing watch are contained in Appendix 15.

11. Employee Implications

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

12. Financial Implications

12.1. All financial implications are accommodated within existing budgets.

13. Climate Change, Sustainability and Environmental Implications

13.1. There are no climate change, sustainability 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

Executive Director (Finance and Corporate Resources)

23 September 2020

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent
- ◆ Fair, open and sustainable
- ◆ Ambitious, self aware and improving
- ◆ Excellent employer
- ◆ Focused on people and their needs
- ◆ Working with and respecting others

Previous References

- ◆ Finance and Corporate Resources Committee – 19 August 2020

List of Background Papers

- ◆ Monitoring information provided by Resources

Contact for Further Information

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

Janet McLuckie, Personnel Officer

Ext: 4239 (Tel: 01698 454239)

E-mail: Janet.McLuckie@southlanarkshire.gov.uk

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Council Wide

APT&C				Teachers				Manual Workers				Council Wide				
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021	
	%	%	%		%	%	%		%	%	%		%	%	%	
April	4.2	4.0	4.2	April	1.9	2.9	2.9	April	5.7	5.2	6.0	April	4.1	4.0	4.4	
May	4.2	4.4	2.9	May	2.1	3.2	1.4	May	6.1	5.6	4.9	May	4.2	4.4	3.1	
June	4.2	4.4	2.5	June	2.3	2.7	0.9	June	6.0	5.7	4.5	June	4.3	4.4	2.7	
July	3.5	3.5	2.2	July	1.0	1.2	0.5	July	5.1	5.1	4.0	July	3.4	3.4	2.3	
August	3.7	3.9	2.9	August	1.2	1.3	1.2	August	5.4	5.5	5.1	August	3.6	3.7	3.1	
September	4.4	4.5		September	2.2	2.5		September	6.2	6.1		September	4.4	4.5		
October	4.7	4.7		October	2.2	2.6		October	5.8	6.1		October	4.4	4.6		
November	5.3	5.7		November	3.5	3.8		November	6.0	6.6		November	5.1	5.5		
December	4.9	5.7		December	3.1	3.8		December	6.3	7.2		December	4.8	5.7		
January	4.7	5.2		January	3.3	3.4		January	6.6	7.1		January	4.9	5.3		
February	4.9	5.6		February	4.0	3.8		February	6.7	7.3		February	5.2	5.6		
March	4.7	6.2		March	3.9	4.8		March	6.1	7.3		March	4.9	6.2		
Annual Average	4.5	4.8	4.4	Annual Average	2.6	3.0	2.6	Annual Average	6.0	6.2	6.0	Annual Average	4.4	4.8	4.4	
Average Apr-Aug	4.0	4.0	2.9	Average Apr-Aug	1.7	2.3	1.4	Average Apr-Aug	5.7	5.4	4.9	Average Apr-Aug	3.9	4.0	3.1	
No of Employees at 31 August 2020			7259	No of Employees at 31 August 2020			4222	No of Employees at 31 August 2020			4594	No of Employees at 31 August 2020			16027	

For the financial year 2020/21, the projected average days lost per employee equates to 7.0 days.

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Community and Enterprise Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021	
April	3.2	4.0	3.1	April	5.4	4.4	5.3	April	5.0	4.3	5.0	April	4.1	4.0	4.4	
May	2.8	3.6	2.4	May	6.0	5.1	4.3	May	5.5	4.9	4.0	May	4.2	4.4	3.1	
June	3.8	3.9	1.6	June	5.8	5.5	4.0	June	5.5	5.3	3.6	June	4.3	4.4	2.7	
July	4.3	3.9	1.8	July	4.5	4.3	3.6	July	4.4	4.3	3.4	July	3.4	3.4	2.3	
August	4.8	4.0	1.7	August	5.3	5.1	4.9	August	5.2	4.9	4.4	August	3.6	3.7	3.1	
September	6.0	2.9		September	6.2	5.9		September	6.2	5.4		September	4.4	4.5		
October	3.8	3.4		October	5.8	5.9		October	5.5	5.5		October	4.4	4.6		
November	4.8	4.8		November	6.2	6.6		November	6.0	6.4		November	5.1	5.5		
December	4.1	5.4		December	6.0	7.0		December	5.7	6.8		December	4.8	5.7		
January	3.4	4.1		January	6.1	6.6		January	5.6	6.2		January	4.9	5.3		
February	4.1	3.8		February	6.3	7.1		February	5.9	6.6		February	5.2	5.6		
March	4.8	4.5		March	5.6	7.1		March	5.5	6.7		March	4.9	6.2		
Annual Average	4.2	4.0	3.3	Annual Average	5.8	5.9	5.7	Annual Average	5.5	5.6	5.3	Annual Average	4.4	4.8	4.4	
Average Apr-Aug	3.8	3.9	2.1	Average Apr-Aug	5.4	4.9	4.4	Average Apr-Aug	5.1	4.7	4.1	Average Apr-Aug	3.9	4.0	3.1	
No of Employees at 31 August 2020			549	No of Employees at 31 August 2020			2893	No of Employees at 31 August 2020			3442	No of Employees at 31 August 2020			16075	

For the financial year 2020/21, the projected average days lost per employee equates to 10.3 days.

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Education Resources

APT&C				Teachers				Resource Total				Council Wide							
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021				
April	4.1	3.5	3.9	April	1.9	2.9	2.9	April	2.8	3.2	3.3	April	4.1	4.0	4.4				
May	4.5	4.2	2.2	May	2.1	3.2	1.4	May	3.1	3.6	1.8	May	4.2	4.4	3.1				
June	4.4	3.8	1.8	June	2.3	2.7	0.9	June	3.2	3.2	1.3	June	4.3	4.4	2.7				
July	2.4	2.4	1.3	July	1.0	1.2	0.5	July	1.6	1.7	0.9	July	3.4	3.4	2.3				
August	2.7	2.8	2.7	August	1.2	1.3	1.2	August	1.8	2.0	1.8	August	3.6	3.7	3.1				
September	4.1	4.3		September	2.2	2.5		September	3.0	3.3		September	4.4	4.5					
October	4.7	4.5		October	2.2	2.6		October	3.2	3.5		October	4.4	4.6					
November	5.7	5.8		November	3.5	3.8		November	4.4	4.7		November	5.1	5.5					
December	5.4	5.5		December	3.1	3.8		December	4.1	4.6		December	4.8	5.7					
January	5.1	5.1		January	3.3	3.4		January	4.1	4.2		January	4.9	5.3					
February	5.3	5.7		February	4.0	3.8		February	4.5	4.6		February	5.2	5.6					
March	5.0	7.1		March	3.9	4.8		March	4.4	5.8		March	4.9	6.2					
Annual Average	4.5	4.6	4.2	Annual Average	2.6	3.0	2.6	Annual Average	3.4	3.7	3.3	Annual Average	4.4	4.8	4.4				
Average Apr-Aug	3.6	3.3	2.4	Average Apr-Aug	1.7	2.3	1.4	Average Apr-Aug	2.5	2.7	1.8	Average Apr-Aug	3.9	4.0	3.1				
No of Employees at 31 August 2020				3041	No of Employees at 31 August 2020				4222	No of Employees at 31 August 2020				7263	No of Employees at 31 August 2020				16075

For the financial year 2020/21, the projected average days lost per employee equates to 4.3 days.

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Finance and Corporate Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021				
April	3.1	3.5	3.5	April	8.6	7.1	8.5	April	3.2	3.6	3.6	April	4.1	4.0	4.4				
May	3.3	3.2	2.3	May	0.4	0.0	16.0	May	3.2	3.2	2.4	May	4.2	4.4	3.1				
June	2.5	3.3	1.9	June	0.0	0.5	7.4	June	2.5	3.2	1.9	June	4.3	4.4	2.7				
July	2.9	3.3	2.0	July	0.0	2.4	3.5	July	2.9	3.2	2.0	July	3.4	3.4	2.3				
August	2.8	3.6	1.8	August	0.4	5.9	12.1	August	2.8	3.6	2.0	August	3.6	3.7	3.1				
September	3.1	3.3		September	0.0	3.5		September	3.0	3.3		September	4.4	4.5					
October	3.6	3.7		October	0.0	3.6		October	3.6	3.7		October	4.4	4.6					
November	4.6	3.9		November	0.0	2.6		November	4.6	3.8		November	5.1	5.5					
December	3.8	4.6		December	0.0	1.3		December	3.8	4.5		December	4.8	5.7					
January	3.6	3.9		January	0.0	0.0		January	3.5	3.9		January	4.9	5.3					
February	3.7	4.1		February	2.3	7.6		February	3.6	4.1		February	5.2	5.6					
March	3.2	4.5		March	9.8	4.6		March	3.3	4.5		March	4.9	6.2					
Annual Average	3.4	3.7	3.3	Annual Average	1.8	3.3	5.9	Annual Average	3.3	3.7	3.3	Annual Average	4.4	4.8	4.4				
Average Apr-Aug	2.9	3.4	2.3	Average Apr-Aug	1.9	3.2	9.5	Average Apr-Aug	2.9	3.4	2.4	Average Apr-Aug	3.9	4.0	3.1				
No of Employees at 31 August 2020				962	No of Employees at 31 August 2020				10	No of Employees at 31 August 2020				972	No of Employees at 31 August 2020				16075

For the financial year 2020/21, the projected average days lost per employee equates to 5.5 days.

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Housing & Technical Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021				
April	3.9	3.9	4.1	April	6.5	6.7	3.5	April	4.9	5.0	3.8	April	4.1	4.0	4.4				
May	3.6	4.2	2.8	May	6.5	5.1	2.0	May	4.8	4.5	2.5	May	4.2	4.4	3.1				
June	4.0	4.8	3.2	June	6.2	5.0	2.0	June	4.9	4.9	2.7	June	4.3	4.4	2.7				
July	3.7	4.1	2.7	July	6.3	5.4	2.7	July	4.8	4.6	2.7	July	3.4	3.4	2.3				
August	4.1	4.0	2.5	August	5.5	5.7	3.4	August	4.6	4.7	2.8	August	3.6	3.7	3.1				
September	4.5	4.4		September	6.2	5.8		September	5.2	5.0		September	4.4	4.5					
October	4.3	4.3		October	5.9	6.6		October	4.9	5.2		October	4.4	4.6					
November	4.8	5.5		November	6.5	6.1		November	5.5	5.7		November	5.1	5.5					
December	4.4	5.2		December	6.5	6.3		December	5.3	5.6		December	4.8	5.7					
January	4.2	5.8		January	7.0	5.9		January	5.3	5.8		January	4.9	5.3					
February	4.2	5.8		February	6.6	5.7		February	5.2	5.8		February	5.2	5.6					
March	4.2	5.1		March	7.3	6.5		March	5.5	5.7		March	4.9	6.2					
Annual Average	4.2	4.8	4.3	Annual Average	6.4	5.9	4.7	Annual Average	5.1	5.2	4.4	Annual Average	4.4	4.8	4.4				
Average Apr-Aug	3.9	4.2	3.1	Average Apr-Aug	6.2	5.6	2.7	Average Apr-Aug	4.8	4.7	2.9	Average Apr-Aug	3.9	4.0	3.1				
No of Employees at 31 August 2020				882	No of Employees at 31 August 2020				560	No of Employees at 31 August 2020				1442	No of Employees at 31 August 2020				16075

For the financial year 2020/21, the projected average days lost per employee equates to 7.1 days.

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Social Work Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021	
April	5.3	5.0	5.5	April	6.2	6.9	10.2	April	5.6	5.6	7.1	April	4.1	4.0	4.4	
May	5.1	5.6	4.4	May	6.2	7.7	8.1	May	5.4	6.3	5.7	May	4.2	4.4	3.1	
June	5.2	5.8	3.9	June	6.3	6.9	7.6	June	5.6	6.2	5.2	June	4.3	4.4	2.7	
July	5.2	5.1	3.7	July	6.4	7.7	6.3	July	5.6	5.9	4.6	July	3.4	3.4	2.3	
August	5.0	5.9	4.4	August	5.9	6.7	6.7	August	5.3	6.2	5.2	August	3.6	3.7	3.1	
September	5.0	6.2		September	6.1	6.8		September	5.4	6.4		September	4.4	4.5		
October	5.7	6.1		October	5.6	6.5		October	5.6	6.2		October	4.4	4.6		
November	5.4	6.8		November	5.3	6.8		November	5.4	6.8		November	5.1	5.5		
December	5.1	6.9		December	6.9	8.7		December	5.7	7.5		December	4.8	5.7		
January	5.2	6.2		January	8.4	9.5		January	6.2	7.3		January	4.9	5.3		
February	5.5	6.8		February	8.5	8.8		February	6.5	7.5		February	5.2	5.6		
March	5.4	6.8		March	6.5	8.5		March	5.8	7.4		March	4.9	6.2		
Annual Average	5.3	6.1	5.6	Annual Average	6.5	7.6	7.9	Annual Average	5.7	6.6	6.4	Annual Average	4.4	4.8	4.4	
Average Apr-Aug	5.2	5.5	4.4	Average Apr-Aug	6.2	7.2	7.8	Average Apr-Aug	5.5	6.0	5.6	Average Apr-Aug	3.9	4.0	3.1	
No of Employees at 31 August 2020			1825	No of Employees at 31 August 2020			1131	No of Employees at 31 August 2020			2956	No of Employees at 31 August 2020			16075	

For the financial year 2020/21, the projected average days lost per employee equates to 12.1 days.

ABSENCE BY LONG AND SHORT TERM

From: 1 June 2020 - 31 August 2020

Resource	No of employees	June 2020			July 2020			August 2020		
		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	3442	0.7	2.9	3.6	0.9	2.5	3.4	1.5	2.9	4.4
Education	7263	0.1	1.2	1.3	0.1	0.8	0.9	1.2	0.6	1.8
Finance and Corporate	972	0.3	1.6	1.9	0.6	1.4	2.0	0.7	1.3	2.0
Housing & Technical	1442	0.6	2.1	2.7	0.6	2.1	2.7	0.9	1.9	2.8
Social Work	2956	1.5	3.7	5.2	1.1	3.5	4.6	1.3	3.9	5.2
Council Overall for June 2020 - August 2020	16075	0.6	2.1	2.7	0.5	1.8	2.3	1.2	1.9	3.1

ATTENDANCE MONITORING
Absence Classification

From : 1 August - 31 August 2020

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	947	31	478	19	19	5	182	23	749	27	2375	25
Psychological	925	30	960	38	182	51	365	46	895	32	3327	35
Stomach, Bowel, Blood, Metabolic Disorders	258	8	198	8	33	9	77	10	248	9	814	9
Respiratory	239	8	236	9	0	0	75	9	269	10	819	9
Other Classification	707	23	629	25	122	34	100	13	625	22	2183	23
Total Days Lost By Resource	3076	100	2501	100	356	100	799	100	2786	100	9518	100
Total Work Days Available	69747		135889		18232		28157		53340			

From : 1 August - 31 August 2019

REASONS	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	1150	32	566	21	106	15	399	29	888	26	3109	26
Psychological	778	22	1042	38	360	52	455	33	1339	39	3974	34
Stomach, Bowel, Blood, Metabolic Disorders	433	12	317	12	42	6	255	18	287	8	1334	11
Respiratory	230	6	104	4	31	4	46	3	177	5	588	5
Other Classification	954	27	715	26	156	22	239	17	700	21	2764	23
Total Days Lost By Resource	3545	100	2744	100	695	100	1394	100	3391	100	11769	100
Total Work Days Available	72525		138597		19191		29757		54683			

*WDL = Work Days Lost

OCCUPATIONAL HEALTH REPORTS

FROM: 1 July 2020 - 31 August 2020 comparison with 1 July 2019 - 31 August 2019

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
TOTAL (Jul-Aug 2020)	61	5	19	5	29	89	208
TOTAL (Jul-Aug 2019)	68	8	23	21	56	115	291

No of Employees Referred For Physiotherapy		
RESOURCE	Jul-Aug 2019	Jul-Aug 2020
Community and Enterprise	99	54
Education (Teachers)	38	16
Education (Others)	45	30
Finance and Corporate	23	6
Housing and Technical	48	21
Social Work	107	59
TOTAL	360	186

No of Employees Referred To Employee Support Officer		
RESOURCE	Jul-Aug 2019	Jul-Aug 2020
Community and Enterprise	48	38
Education	50	59
Finance and Corporate	18	13
Housing and Technical	27	19
Social Work	85	48
TOTAL	228	177

No of Employees Referred For Cognitive Behavioural Therapy		
RESOURCE	Jul-Aug 2019	Jul-Aug 2020
Community and Enterprise	2	4
Education	1	2
Finance and Corporate	0	0
Housing and Technical	3	2
Social Work	6	4
Not Disclose	10	12
TOTAL	22	24

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 (Jul-Aug 2020)	2	0	0	0	52	0	8	0	7	69	0
TOTAL (Jul-Aug 2019)	24	0	3	0	66	0	15	0	4	112	0
								Total Referrals (Jul-Aug 2020)		69	
								Total Referrals (Jul-Aug 2019)		112	

M = MANAGEMENT REFERRAL S = SELF REFERRAL

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

FROM: 1 July 2020 - 31 August 2020 comparison with 1 July 2019 - 31 August 2019

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019
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
Total Specified Injury*	0	0	0	0	0	0	0	0	0	0	0	0
Over 7-day	3	4	0	1	0	0	0	2	2	0	5	7
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	2	0	2
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 7-day**	3	4	0	1	0	0	0	2	2	2	5	9
Over 3-day	1	1	0	0	0	0	0	0	1	1	2	2
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 3-day**	1	1	0	0	0	0	0	0	1	1	2	2
Minor	5	13	0	3	0	0	1	7	6	5	12	28
Near Miss	0	4	0	0	0	0	0	0	0	1	0	5
Violent Incident: Physical	0	1	12	39	0	0	0	0	39	4	51	44
Violent Incident: Verbal	1	0	0	3	0	3	0	4	5	9	6	19
Total Minor***	6	18	12	45	0	3	1	11	50	19	69	96
Total Accidents/Incidents	10	23	12	46	0	3	1	13	53	22	76	107

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

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

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

RECORD OF DISCIPLINARY HEARINGS

FROM: 1 July 2020 - 31 August 2020 comparison with 1 July 2019 - 31 August 2019

RESOURCE	No of Disciplinary Hearings				Outcome of Disciplinary Hearings								No of weeks to convene Disciplinary Hearing			% Held within 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	2	N/A	2	0	0	N/A	0	0	2	N/A	2	2	0	0	100%
EDUCATION	1	0	0	1	0	0	0	0	1	0	0	1	0	0	1	0%
SOCIAL WORK	1	2	N/A	3	0	0	N/A	0	1	2	N/A	3	1	0	2	33%
TOTAL (Jul-Aug 2020)	2	4	0	6	0	0	0	0	2	4	0	6	3	0	3	50%
TOTAL (Jul-Aug 2019)	7	18	0	25	3	5	0	8	4	13	0	17	17	4	4	84%

RESOURCE	No of Appeals				Outcome of Appeals												Appeal 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 (Jul-Aug 2020)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL (Jul-Aug 2019)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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

APPEAL'S PANEL

FROM: 1 July 2020 - 31 August 2020

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

RECORD OF GRIEVANCES**FROM: 1 July 2020 - 31 August 2020 comparison with 1 July 2019 - 31 August 2019**

GRIEVANCES	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
TOTAL (Jul-Aug 2020)	9	0	0	0	9
TOTAL (Jul-Aug 2019)	6	0	4	0	2

DIGNITY AT WORK**FROM: 1 July 2020 - 31 August 2020 comparison with 1 July 2019 - 31 August 2019**

DIGNITY AT WORK	No of Incidents	No Resolved at Informal Stage	No Resolved at Formal Stage	No of Appeals	Appeals in Process	Still in Process
TOTAL (Jul-Aug 2020)	4	0	0	0	0	4
TOTAL (Jul-Aug 2019)	4	0	4	0	0	0

REFERRALS FOR WORKPLACE MEDIATION**As at August 2020**

WORKPLACE MEDIATION	Jul-20	Aug-20
No of Referrals	0	0
*No of Successful Cases	0	0
*No of Unsuccessful Cases	0	0
No of cases unsuitable for mediation	0	0

WORKPLACE MEDIATION	Jul-19	Aug-19
No of Referrals	0	2
*No of Successful Cases	0	0
*No of Unsuccessful Cases	0	0
No of cases unsuitable for mediation	1	0

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

ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

EXIT INTERVIEWS (Jul-Aug 2020)

REASONS FOR LEAVING	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total
CAREER ADVANCEMENT	1	1	0	1	1	4
FURTHER EDUCATION	0	4	0	0	0	4
POOR RELATIONSHIPS WITH MANAGERS / COLLEAGUES	0	1	0	0	1	2
DISSATISFACTION WITH TERMS AND CONDITIONS	0	1	0	0	1	2
CHILD CARING / CARING RESPONSIBILITIES	0	2	0	0	0	2
MOVING OUTWITH AREA	0	1	0	0	0	1
PERSONAL REASONS	0	0	1	0	0	1
TRAVELLING DIFFICULTIES	0	0	0	0	1	1
OTHER	0	2	1	0	1	4
NUMBER OF EXIT INTERVIEWS CONDUCTED	1	12	2	1	5	21
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	12	50	2	2	14	80
% OF LEAVERS INTERVIEWED	8	24	100	50	36	26

EXIT INTERVIEWS (Jul-Aug 2019)

NUMBER OF EXIT INTERVIEWS CONDUCTED	0	4	1	1	2	8
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	14	96	7	5	24	146
% OF LEAVERS INTERVIEWED	0	36	20	33	18	20

* Note these totals include temporary employees

July - August 2020	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		Reason not specified	
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	30.58	56	30.58	56										
Education	91.24	136	91.14	135			0.10	1						
Finance & Corporate	5.00	6	5.00	6										
Housing & Technical	6.74	8	6.74	8										
Social Work	30.40	40	28.90	38			0.50	1	1.00	1				
Total	163.96	246	162.36	243	0.00	0	0.60	2	1	1	0.00	0	0.00	0

April - June 2020	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		Reason not specified	
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	19.39	39	17.74	36					1.65	3				
Education	15.83	28	15.48	27									0.34	1
Finance & Corporate	7.78	10	7.78	10										
Housing & Technical	8.53	10	8.53	10										
Social Work	30.74	46	30.74	46										
Total	82.27	133	80.27	129	0	0	0.00	0	1.65	3	0	0	0.34	1
Cumulative YTD	246.23	379	342.62	372	0	0	0.6	2	2.65	4	0	0	0.4	1

* Full time equivalent

** Head count/number of employees

RECRUITMENT MONITORING

Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 July 2020 - 31 August 2020

Total Number of applications received:	1603
Total Number of Equal Opportunities Monitoring forms received:	1478
Total Number of posts recruited for:	91
Total Number of appointments:	490

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	1478	799	449
Total No of Male Applicants	558	297	175
Total No of Female Applicants	915	488	273
Total No of Disabled Applicants	78	42	9
Total No of applicants aged under 50	1239	655	395
Total No of applicants aged over 50	233	120	48
Total No of White applicants	1410	765	439
Total No of Black/Ethnic minority applicants*	49	19	6

FROM : 1 July 2019 - 31 August 2019

Total Number of applications received:	5813
Total Number of Equal Opportunities Monitoring forms received:	5564
Total Number of posts recruited for:	270
Total Number of appointments:	702

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	5564	1615	573
Total No of Male Applicants	2140	564	180
Total No of Female Applicants	3401	1049	391
Total No of Disabled Applicants	267	115	21
Total No of applicants aged under 50	4573	1322	479
Total No of applicants aged over 50	939	284	90
Total No of White applicants	5346	1558	561
Total No of Black/Ethnic minority applicants*	166	50	11

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 13 June 2020

Analysis by Resource

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community & Enterprise Resources	3183	1363	225	188	1407
Education - Others	2890	140	83	510	2157
Education - Teachers	3761	694	61	2272	734
Finance & Corporate Resources	891	205	16	366	304
Housing & Technical	1290	826	26	308	130
Social Work Resources	2812	209	212	985	1406
Total All Staff	14827	3437	623	4629	6138

Full-Time Equivalent									
Salary Band									
Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2286.76	1.00	1571.35	408.19	233.67	47.55	16.00	4.00	5.00	0.00
2083.73	1.00	1039.95	778.48	134.03	47.64	13.00	4.00	58.23	7.40
3450.24	0.00	0.34	0.00	0.00	0.00	1.00	0.00	4.00	3444.90
790.28	2.00	121.49	345.93	230.62	57.54	25.70	6.00	1.00	0.00
1234.71	1.00	202.46	640.77	348.02	30.46	10.00	2.00	0.00	0.00
2440.81	1.00	1306.05	533.04	550.32	24.40	24.00	2.00	0.00	0.00
8836.29	(excluding Teachers)								
12286.53	6.00	4241.64	2706.41	1496.66	207.59	89.70	18.00	68.23	3452.30

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 14 March 2020

Analysis by Resource

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community & Enterprise Resources	3163	1329	226	194	1414
Education - Others	2882	140	82	503	2157
Education - Teachers	3742	694	61	2259	728
Finance & Corporate Resources	911	210	15	382	304
Housing & Technical	1295	834	26	305	130
Social Work Resources	2787	216	191	971	1409
Total All Staff	14780	3423	601	4614	6142

Full-Time Equivalent									
Salary Band									
Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2260.73	1.00	1541.01	409.19	235.98	47.55	16.00	4.00	6.00	0.00
2077.17	1.00	1373.40	450.76	139.88	31.80	13.00	4.00	56.93	6.40
3433.29	0.00	0.69	0.00	0.00	0.00	1.00	0.00	4.00	3427.60
810.80	2.00	127.66	351.89	235.85	59.70	26.70	6.00	1.00	0.00
1240.37	1.00	202.72	643.39	347.80	32.46	11.00	2.00	0.00	0.00
2413.27	1.00	1290.00	518.26	554.01	23.00	25.00	2.00	0.00	0.00
8802.34	(excluding Teachers)								
12235.63	6.00	4535.48	2373.49	1513.52	194.51	92.70	18.00	67.93	3434.00

Report

8

Report to: **Finance and Corporate Resources Committee**
 Date of Meeting: **28 October 2020**
 Report by: **Executive Director (Finance and Corporate Resources)**

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

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise Committee of Revenue Collection performance for financial year 2020/2021 to 31 August 2020
- ◆ 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; and
- (2) that write offs for the following be approved: -
- | | |
|---------------------------------------|-------------|
| ◆ Council Tax | £104,219.95 |
| ◆ Non Domestic Rates | £403,151.86 |
| ◆ BID Levy | £528.23 |
| ◆ Sundry Debt | £211,774.67 |
| ◆ Housing Rent and associated charges | £215,971.50 |

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. Covid-19 Impact

- 4.1. Collection across all income streams has been significantly impacted upon by the temporary cessation of recovery action for the first 4 months of 2020/2021 due to the Covid-19 pandemic. As previously briefed to elected members, no statutory recovery and sheriff officer activity took place between April 2020 and July 2020 in relation to Council Tax for both the current year and arrears. The health crisis has also seen financial support provided via Council Tax Reduction increase by almost 11% so far, this financial year.
- 4.2. Statutory recovery in the form of reminders commenced at the end of July 2020, with recovery action for all income streams also commencing from this date.
- 4.3. In light of the impact of the health crisis, collection targets for 2020/2021 have been reviewed. These targets are consistent with those in the Resource Plan for 2020/2021 and are detailed below.

5. Current Collection Performance

- 5.1. The first table in Appendix 1 presents the collection performance for Council Tax, NDR and Sundry Debts for financial year 2020/2021.
- 5.2. The annual Council Tax collection target for 2020/2021 has been set at 93.7%. Council Tax collection is currently 49.03%, ahead of target by 0.12% but behind comparable performance in 2019/2020 by 0.87%.
- 5.3. A Non-Domestic Rates (NDR) collection target of 96.0% has been set for 2020/2021. NDR collection is currently 28.8%, ahead of target by 0.20% but behind comparable performance in 2019/2020 by 4.4% mainly because of cash flow variances. Due to a delay in the update of the NDR annual billing software following significant legislative changes introduced by the Scottish Government in March 2020, the payments for 2020/2021 are profiled from June 2020 to March 2021.
- 5.4. The 2020/2021 annual target for Sundry Debt collection has been set at 90.0%. Sundry Debt collection to 31 August 2020 was 94.8%, ahead of target by 4.80% but behind comparable performance in 2019/2020 by 3.0%.

6. Arrears Collection Performance

- 6.1. Arrears collection performance for Council Tax, NDR and Sundry Debt is presented in the second table of Appendix 1.
- 6.2. The 2020/2021 arrears annual target for Council Tax has been set at £2.500 million, with collection to 31 August 2020 of £1.481 million, ahead of target by £0.082 million (3.30%) but behind comparable performance in 2019/2020 by £0.243 million.
- 6.3. The 2020/2021 arrears target for NDR has been set at £0.500 million, with collection to 31 August 2020 of £0.273 million, behind target by £0.069 million (13.70%) and behind comparable performance in 2019/2020 by £0.504 million.
- 6.4. The 2020/2021 arrears target for Sundry Debt has been set at £7.371 million, with collection to 31 August 2020 of £5.437 million, behind target by £0.238 million (3.20%).

7. Proposals for Write Off

- 7.1. Approval for write off of the following irrecoverable debts is requested from Committee. The Council has a statutory obligation to write off accounts where the debtor is deceased, sequestrated, in liquidation or the debt is prescribed.
- 7.2. The proposed write off of Council Tax accounts dating from 1993/1994 to 2020/2021 totals £104,219.95, relating mainly to prescribed debt, sequestrations and estates of the deceased.
- 7.3. The value of accounts currently marked for write off in the NDR system from rating years 2018/2019 to 2020/2021 totals £403,151.86. These debts are deemed to be irrecoverable because the debtor is in liquidation, has ceased trading or has been sequestrated.
- 7.4. Approval is sought for the write off of Business Improvement District (BID) Levies totalling £528.23, 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 £211,774.67.
- 7.6. Approval is sought for the write off of former tenant rent arrears of £119,804.22 and Housing Benefit Overpayments of £96,167.28.
- 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

Executive Director (Finance and Corporate Resources)

8 October 2020

Link(s) to Council Values/Ambitions/Objectives

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

Previous References

- ◆ Finance and Corporate Resources Committee - 19 August 2020

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:-

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SOUTH LANARKSHIRE COUNCIL
REVENUES COLLECTION
FOR PERIOD ENDING 31 AUGUST 2020

	Annual Cash Budget £000's	Budget Target to 31/08/20 £000's	Actual to 31/08/20 £000's	Variance to 31/08/20 £000's		% Variance to annual budget	Notes
FINANCIAL YEAR 2020/2021							
Council Tax	134,250	70,077	70,245	168	over	0.12%	
Non-Domestic Rates	299,564	89,245	89,913	668	over	0.2%	
Sundry Debt	97,841	97,841	103,088	5,247	over	4.8%	
ARREARS							
Council Tax	2,500	1,399	1,481	82	over	3.3%	
Non-Domestic Rates	500	342	273	(69)	under	-13.7%	
Sundry Debt	7,371	5,675	5,437	(238)	under	-3.2%	

Report

9

Report to: **Finance and Corporate Resources Committee**
 Date of Meeting: **28 October 2020**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Equity Working Group**

1. Purpose of Report

1.1. The purpose of the report is to: -

- ◆ advise of the creation of a new cross-party Equity Working Group

2. Recommendation(s)

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

- (1) that the creation of the new cross-party Equity Working Group by the Council at its meeting held on 23 September 2020 be noted;
- (2) that it be noted that a report on the recruitment of applicants of a black or ethnic minority will be taken to the Equity Working Group for consideration before being reported to the Finance and Corporate Committee for noting at a later date, and
- (3) that it be noted that any updates and outcomes from the Equity Working Group will be reported to Council.

3. Background

3.1. Motion

3.1.1. The Council considered a motion proposed by Councillor Razzaq and seconded by Councillor McGeever at its meeting held on 23 September 2020.

3.1.2. Council acknowledged that recruitment statistics continue to show disparities between the success rates of applicants of white ethnicity and applicants of black and minority ethnicities (BAME). The Council noted the importance of fully understanding the reasons for this and resolving identified sources of inequity.

3.1.3. The Council appreciated the work undertaken by officers to investigate disparities in the recruitment statistics and welcomed the commitment for a report on this to be brought before the next meeting of the Finance and Corporate Resources Committee, however believed that it is essential that elected members of all groups work together to provide political leadership and establish clear direction.

4. Equity Working Group

4.1. The Council agreed to establish an all-party Equity Working Group tasked to:-

- ◆ consider officers' report on recruitment disparities between white and BAME applicants
- ◆ investigate and identify sources of inequity
- ◆ develop consensus on effective ways to address them
- ◆ recommend to full Council measures to ensure equitable treatment

- 4.2. This working group will consist of seven elected members including the Chair and will reflect the political composition of the Council. Nominees have been sought from Political Group Leaders.
- 4.3. The leader of each political group shall be able to designate a substitute member(s) of the working group, who may participate in its proceedings in the absence of the political group's appointed member(s).
- 4.4. The chair of the working group will be Councillor Razzaq.
- 4.5. The chair of the working group, in consultation with the leaders of each political group and the Chief Executive, will establish terms of reference for the working group, to be approved at the next meeting of the Council.

5. Recruitment Report

- 5.1. At the last meeting of this Committee on 19 August 2020, a commitment had been given to provide an update to the next meeting of this Committee on the work undertaken on the recruitment of black and ethnic minority groups. Given the purpose of the Equity Working Group, as set out in paragraph 4.1 above, this report will now go to the Working Group for consideration before being reported to the Finance and Corporate Resources Committee for noting. The outcomes of the Equity Working Group together with effective measures to address any disparities will be reported to Council.

6. Employee Implications

- 6.1. There are no employee implications in terms of the content of this report.

7. Financial Implications

- 7.1. There are no financial implications in terms of the content of this report.

8. Climate Change, Sustainability and Environmental Implications

- 8.1. There are no climate change, sustainability or environmental issues in terms of the content of this report.

9. Other Implications

- 9.1. There are no risk implications in terms of the content of 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 for consultation in terms of the content of this report.

Paul Manning
Executive Director (Finance and Corporate Resources)

19 October 2020

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent
- ◆ Fair, open and sustainable

Previous References

- ◆ South Lanarkshire Council of 23 September 2020

List of Background Papers

- ◆ None

Contact for Further Information

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

Geraldine McCann, Head of Administration and Legal Services

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Report

10

Report to: **Finance and Corporate Resources Committee**
 Date of Meeting: **28 October 2020**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Annual Procurement Report 2019/2020**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide details of the Annual Procurement Report for 2019/2020

2. Recommendation(s)

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

- (1) the Annual Procurement Report for 2019/2020 be noted.

3. Background

3.1. The Procurement (Scotland) Reform Act 2014 requires contracting authorities to prepare and publish an annual procurement report on its regulated procurement activities. The Act states that the annual report must include information on:-

- ◆ regulated procurement activity
- ◆ regulated procurement strategy and compliance
- ◆ community benefits
- ◆ supported businesses
- ◆ future planning
- ◆ any other relevant information

4. Procurement Annual Report

4.1. The report details the Council's regulated procurement activity for the period 1 April 2019 to 31 March 2020, as required by the Procurement Reform (Scotland) Act 2014.

4.2 Section 2: Regulated procurement activity

4.2.1. Regulated procurement is defined by the Procurement Reform (Scotland) Act 2014 as any procurement with an estimated value of over £50,000 for supplies or services or £2 million for works contracts.

4.2.2. The Council's total level of procured expenditure for the period of the report was £372 million. The report provides details of 195 regulated procurements with a total award value of £356 million.

4.3. Section 3: Regulated Procurement Compliance

4.3.1. The Council's Procurement Strategy 2017 to 2020 was approved by Committee in February 2017. The Strategy included an action plan to ensure continuous improvement across procurement activity.

- 4.3.2. A summary of the Council's Procurement Strategy action plan is included as an appendix to the report and progress against the 46 actions is noted, with 48 completed and 2 actions carried forward to 2020/2021.
- 4.3.3. The report highlights actions completed during 2019/2020 and notes the preparation of the new Procurement Strategy for the period 2020/2023.
- 4.4. Section 4: Community Benefits
- 4.4.1. The Council's approach to secure community benefits through procurement is outlined in the report, with descriptions of suitable benefits which will be considered in all regulated tenders.
- 4.4.2. A summary of the contracts attracting Community Benefits is provided with an example of the community benefits secured with Hub South West for the East Whitlawburn regeneration contract.
- 4.5. Section 5: Supported Businesses
- 4.5.1. The report considers steps taken to facilitate the involvement of supported businesses in procurement, including contractual spend with Scotland's Bravest Manufacturing Company and the social enterprise Hay Girls who subcontract their distribution contract to The Haven, a supported business based in Falkirk.
- 4.5.2. Supported businesses are social enterprises whose main aim is to integrate disabled or disadvantaged people socially and professionally. Their workforce must be at least 30% disabled or disadvantaged, as specified in EU Directive 2014/24/EU.
- 4.6. Section 6: Future Planning
- 4.6.1. A summary of the regulated procurements the authority expects to commence in the next 2 years is provided, including renewals and new contracts, is included as an appendix to the report, which has been developed following procurement service planning consultation with Resources.
- 4.7. Section 7: Further information
- 4.7.1. Information to be included in this section is not prescribed, however, the Council has highlighted a number of areas, including engagement with local companies and SMEs and payables and e-invoicing performance information.
- 4.8. Procurement Performance Information and SME engagement
- 4.8.1. A range of 2018/2019 performance indicators are provided in this section.
- 4.8.2. Procured spend with SMEs (overall) decreased by 6% to 40% in 2019/2020, due to significant reductions in spend with seven SMEs.
- 4.8.3. Spend within the South Lanarkshire area (for all contractors, including SMEs) was unchanged at 18%. Spend with South Lanarkshire SMEs was also stable at 13%. The development of a Community Wealth Building Strategy will aim to improve local spend levels in the future.
- 4.8.4. The Procurement Service work in partnership with the Economic Development Service and the Supplier Development Programme to improve the participation of local SMEs in Council contracts, including regular Meet the Buyer and pre-tender information events. A joint Meet the Buyer event was planned in conjunction with North Lanarkshire for March 2020, however this was cancelled due to the Covid-19 pandemic.

5. Employee Implications

5.1. None.

6. Financial Implications

6.1. None.

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. None.

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.

Paul Manning

Executive Director (Finance and Corporate Resources)

9 October 2020

Link(s) to Council Values/Ambitions/Objectives

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

Previous References

- ◆ Procurement Strategy 2017-2020, Finance and Corporate Resources Committee, 8 February 2017
- ◆ Annual Procurement Report 2018/2019, Finance and Corporate Resources Committee, 7 August 2019

List of Background Papers

- ◆ None

Contact for Further Information

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

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10

Finance and Corporate Resources
Executive Director **Paul Manning**

Annual Procurement Report

1 April 2019 - 31 March 2020

Contents

1. Introduction
2. Regulated Procurement Activity
3. Regulated Procurement Compliance
4. Community Benefits
5. Supported Business
6. Future Regulated Procurements
7. Further Information

Appendix 1: Regulated Procurements

Appendix 2: Procurement Strategy Action Plan

Appendix 3: Future Regulated Procurements

1. Introduction

South Lanarkshire Council's Procurement Service supports the delivery of works, supplies and services across the Council and has a vital role in ensuring services operate efficiently and effectively.

The report details the Council's regulated procurement activity for the period 1 April 2019 to 31 March 2020, as required by the Procurement Reform (Scotland) Act 2014. During this period, the Council's total procured expenditure was £372m.

Our annual report will publish the Council's performance in procurement activity by providing the following information:

- a summary of regulated procurements, including all procurements over £50,000
- a review of whether those regulated procurements complied with our published Procurement Strategy and where they did not, a statement on how we intend to achieve compliance
- a summary of Community Benefits achieved as part of regulated procurements
- a summary of progress in facilitating the involvement of Supported Businesses
- A summary of future regulated procurement activity expected to commence in the next two financial years

Achievements for the Procurement Service included:

- Completion of 96% of the actions in the procurement strategy action plan
- 98% of 2019/2020 spend over £50,000 with contracted suppliers
- Approval of a new approach to Community Benefits to improve the identification, realisation and monitoring of benefits
- Maintaining focus on commercial engagement with local companies, with 18% of procured spend within the South Lanarkshire area. 85% of Council contracts are held with Small and Medium Enterprises (SMEs), both locally and outwith South Lanarkshire. The Procurement Service continues to work in partnership with Economic Development and the Supplier Development Programme to improve engagement with local SMEs.
- Preparation of the new Procurement strategy for the period 2020-2023

The end of financial year 2019/2020 was dominated by the Covid-19 pandemic and the Council's emergency response, which impacted on existing contracts and tender activity. The response to Covid-19 will continue to influence the Council's strategic planning and procurement and our relationship with contractors through 2020/2021 and beyond.

2. Regulated Procurement Activity

A regulated procurement is defined by the Procurement Reform (Scotland) Act 2014 as any procurement with an estimated value of over £50,000 for supplies or services or over £2m for works contracts. A regulated procurement is complete when the contract award notice is published and can include new contracts and framework agreements.

In addition, regulated procurements will be subject to the Public Contracts (Scotland) Regulations 2015 where they exceed the EU financial thresholds. The Council must follow the relevant procurement rules in respect of planning through to contract award, as detailed in Section 3: Regulated Procurement Compliance.

In total, the Council awarded 195 contracts over £50,000 in 2019/2020, with a total award value of £356m, as listed in Appendix 1.

3. Regulated Procurement Compliance

The Procurement Reform (Scotland) Act 2014 requires all contracting authorities to publish a Procurement Strategy.

2019/2020 was the final action plan from our Procurement Strategy 2017-2020, which aimed to promote best practice across all procurement activity, while supporting the Council's priorities set out in the strategic plan "Connect". The procurement strategy was supported by an Action Plan to ensure compliance for all procurement activity, including regulated procurements, and was subject to annual review to reflect new legislative requirements, innovation and priorities.

A summary of the Council's Procurement Strategy Action Plan is included in Appendix 2 and of 50 actions, 48 are complete and 2 will be carried forward to the 2020/2021 action plan. Progress in achieving our Procurement Strategy action plan is monitored by the Council's Corporate Management Team and Finance and Corporate Resources Committee.

Actions completed in 2019/2020 include:

- Conduct a review of procurement processes across the Council, including Direct Award and Framework processes and the management information used in the scrutiny of contract spend (Ref 1.7 and 2.1).
- Contribute to the development of the Council's approach to engaging with Social Enterprises (Ref 4.8)
- Make recommendation for improving the identification of community benefit opportunities and monitoring and support the development of a system of collating and tracking community benefits (Ref 6.3 and 6.5)
- Introduction and full roll out of electronic Contract and Supplier Management for appropriate contracts (Ref 7.1)
- Ensure that all procurement staff complete the Scottish Procurement Competency Framework every 3 years (Ref 10.1)
- Local suppliers to be encouraged to pay the living wage to their workforce, enabling the Council to maintain the living wage accreditation (Ref 11.1)

The following actions remain ongoing and will be carried forward to the Council's 2020/2021 action plan:

- Develop category plans for Social Care, Construction and IT (Ref 3.4)
- Develop new database solution for Contracts Register (Ref 12.5)

The Council is due to publish a new Procurement Strategy for 2020-2023.

Procurement Compliance

The Council's procurement activity, including regulated procurements, is undertaken in accordance with a legal and procedural framework to ensure compliance. Legal requirements are underpinned by the Council's Standing Orders on Contracts and procedural arrangements are as set out in the Scottish Government's Procurement Journey. The Council's Standing Orders on Contracts were reviewed in 2019/2020 and approved by the Council in February 2020.

Additional governance and monitoring arrangements for regulated procurements ensure a robust structure is in place to ensure compliance. At a practical level this consists of the preparation and authorisation of sourcing strategies and tender documentation through to reports for the authorisation of awards to the Council's Committee structure. The Council also has a review structure in place to consider high risk procurements. This provides reasonable assurance that all regulated procurements were materially compliant with the strategy.

The Council monitors contractual compliance, with 98% of 2019/2020 spend over £50,000 with contracted suppliers. A quarterly review process is in place to identify and resolve spend with non-contracted suppliers.

4. Community Benefits

Community Benefit clauses require contractors to deliver long term sustainable social and economic benefits to the South Lanarkshire community, while demonstrating Best Value in contract awards.

The Procurement Reform (Scotland) Act 2014 requires the Council to consider Community Benefits for contract values over £4m, however, the Council will consider inclusion of Community Benefits in all regulated tenders (over £50,000), regardless of value, where appropriate to the supplier, value and duration of the contract.

Consideration of Community Benefits is embedded in the Council's Sourcing Strategy and clearly stated in the tender documents to ensure transparency and fairness in the evaluation process. In 2019/2020, the Council approved a new approach to Community Benefits to improve the identification, realisation and monitoring of benefits.

Of the 195 regulated procurements conducted during the reporting period, 43 were derived from either national or local Frameworks where benefits were allocated within the framework. Of the remaining 152 procurements, 23 contracts had bespoke Community Benefit clauses, including:

- Hub South West East Whitlawburn Development – Award Value £32.4m
The Council's contract for the regeneration of East Whitlawburn in Cambuslang, awarded to Hub South West, includes the construction of 300 new houses, of which 200 will be social rented accommodation. The following community benefits were included in the contract:

Community Design presentations	3
Community engagement days	3
Graduate recruitment	1
Apprentice starts	9
Engineering apprentices	8
Apprentice completions	5
Local job advertisement	8
Work placements	20
Training events	27
Local supply chain events	5
Local subcontracting opportunities	70%
First time tender opportunities for local companies	3
Local business improvement workshops	7
Business expansion workshops	7
Construction workshops	10

5. Supported Business Summary

The involvement of Supported Businesses and Social Enterprises is one of the Council's strategic objectives (procurement strategy action plan reference 4.5) and engagement is considered in the Council's Sourcing Strategy for new tenders.

During 2019/2020, the Council's spend with charitable organisations totalled £35m and we continued to support Supported Business and Social Enterprises.

Hey Girls Social Enterprise: spend £0.066m

Hey Girls are based in Dunbar, founded by a mother and her two daughters to address period poverty through a "Buy One, Give One" social enterprise model. Hey Girls were awarded a contract in 2018/2019 for provision of sanitary products to achieve the Scottish Government's period poverty targets and the Council's spend in 2019/2020 was £0.066m. Hey Girls also subcontract their distribution contract to The Haven, a supported business based in Falkirk.

Scotland's Bravest Manufacturing Company: spend £0.019m

Scotland's Bravest is a supported business based in Erskine and is part of the Royal British Legion Industries. Scotland's Bravest joined the Scottish Government's supported business framework in 2018 and the Council awarded a signage contract with a value of £0.190m in March 2019. £0.019m was spent in 2019/2020.

6. Future Regulated Procurements

The Council's activity over the next two years in regulated procurement will include existing contracts which are due to be extended or re-let and new tenders. Appendix 3 provides a list of anticipated future procurements.

The Council continues to develop the use of our long-term flexible framework model of Procured Service Arrangements for light touch services, including Social Care and Education. We are also extending the use of Dynamic Purchasing Systems and working closely with the Scottish Procurement Alliance, Procurement for Housing and Scotland Excel to identify future collaborative opportunities.

7. Further Information

Procurement Performance information

The Council reports on a range of performance indicators, including the level of procurement spend with local companies (based within South Lanarkshire area) and SMEs (small and medium enterprises). The Council has a consistently high level of engagement with SMEs overall, with 85% of Council contracts in place with this sector. The Council's spend with SMEs nationally decreased by 6% in 2019/2020 due to significant reductions in spend with some key suppliers, however, local spend with South Lanarkshire enterprises and SMEs was maintained at the same level as 2018/2019.

The development of a Community Wealth Building Strategy will aim to improve local spend in the future.

The Council continues to focus on a collaborative approach to procurement wherever possible and collaborative contracts accounted for 25% of Council spend in 2019/2020.

Indicator	2017/18	2018/19	2019/20
Total procured spend	£341m	£356m	£372m
Procured spend in South Lanarkshire area	15%	18%	18%
Procured spend with South Lanarkshire SMEs	11%	13%	13%
Procured spend with SMEs	41%	46%	40%
Collaborative spend	25%	27%	25%

(Source: Improvement Service and Spikes Cavell)

Supplier payment performance and e-invoicing

The Council continues to exceed the national target of 85% of invoices paid within 30 days of receipt, with 90% of invoices meeting this standard in 2019/2020.

E-invoicing, which enables automated payment of invoices where they can be electronically matched to a purchase order, has been in place for the Council since 2017. During 2019/2020, 57,960 invoices (23%) were paid using the e-invoicing solution, an increase of 1% since 2018/2019.

Regulated Procurement Activity 2019/2020

AWARD DATE	SUPPLIER	CONTRACT NAME	START DATE	END DATE	EXTENSION DATE	VALUE
01/04/2019	BOTHWELL CASTLE CARE HOME	Care Home Provision	01/04/2019	31/08/2020	31/08/2020	£ 50,000
01/04/2019	ASTLEY HOUSE NURSING HOME	Care Home Provision	01/04/2019	31/03/2020	31/03/2021	£ 50,000
01/04/2019	AVONHAUGH NURSING HOME	Care Home Provision	01/04/2019	31/03/2020	31/03/2021	£ 200,041
01/04/2019	BALFARG CARE CENTRE	Care Home Provision	01/04/2019	31/03/2020	31/03/2021	£ 50,000
01/04/2019	CUMBRAE HOUSE CARE HOME	Care Home Provision	01/04/2019	31/03/2020	31/03/2021	£ 50,000
01/04/2019	ELDERSLIE CARE HOME	Care Home Provision	01/04/2019	31/03/2020	31/03/2021	£ 50,000
01/04/2019	FOUR SEASONS HEALTHCARE LTD	Care Home Provision	01/04/2019	31/03/2020	31/03/2021	£ 50,000
01/04/2019	MURRAYSIDE CARE HOME	Care Home Provision	01/04/2019	31/03/2020	31/03/2021	£ 50,000
01/04/2019	PITLAIR HOUSE PRIVATE NURSING HOME	Care Home Provision	01/04/2019	31/03/2020	31/03/2021	£ 50,000
01/04/2019	ST MARGARET'S CARE HOME	Care Home Provision	01/04/2019	31/03/2020	31/03/2021	£ 50,000
01/04/2019	STANTON COURT NURSING HOME	Care Home Provision	01/04/2019	31/03/2020	31/03/2021	£ 50,000
01/04/2019	THE GLADE RESIDENTIAL HOME	Care Home Provision	01/04/2019	31/03/2020	31/03/2021	£ 50,000
01/04/2019	THORNHILL HOUSE	Care Home Provision	01/04/2019	31/03/2020	31/03/2021	£ 50,000
01/04/2019	WESTERTON CARE HOME	Care Home Provision	01/04/2019	31/03/2020	31/03/2021	£ 50,000
01/04/2019	CHG-MERIDIAN UK LTD	IT Equipment Lease	01/04/2019	31/03/2020	31/03/2020	£ 59,746
01/04/2019	NORTHGATE INFORMATION SOLUTIONS UK LTD	Northgate Orbis Annual Support, Maintenance and Consultancy	01/04/2019	31/03/2023	31/03/2023	£ 765,988
01/04/2019	VARIOUS SUPPLIERS	Supply, Delivery and Installation of Audio Visual Equipment	01/04/2019	31/03/2023	31/03/2023	£ 50,000

02/04/2019	STRATHCLYDE INSULATING GLASS LTD	Double Glazed Units Supply and Delivery	01/04/2019	01/04/2022	01/04/2022	£ 384,921
09/04/2019	CALEY CONSTRUCTION LTD	Cathkin Braes Bin Stores	09/04/2019	09/05/2029	09/05/2019	£ 57,335
15/04/2019	FES LTD	Maintenance of Commercial and Domestic Fire Suppression Systems	15/04/2019	31/05/2021	31/05/2021	£ 400,000
18/04/2019	SCOTTECH LTD	John Smith Court Curtain Walling	18/04/2019	18/04/2020	18/04/2020	£ 175,525
18/04/2019	COVANBURN CONTRACTS LTD	NEC3 Framework, Playpark Equipment - Glen Esk Urban Greenspace	20/05/2019	20/10/2019	20/10/2019	£ 847,211
24/04/2019	PROCLADD (SCOTLAND) LTD 1	Roof Coating Liquid Plastic Council Headquarters	24/04/2019	24/04/2020	24/04/2020	£ 229,756
01/05/2019	VARIOUS SUPPLIERS	Library Books, Educational Textbooks and Multimedia Supplies	01/05/2018	31/01/2020	30/01/2022	£ 1,750,000
01/05/2019	COMPUTACENTER (UK) LTD	Server and Storage Supply and Support	01/05/2019	31/12/2021	31/12/2021	£ 1,837,047
01/05/2019	VARIOUS SUPPLIERS	Supply and Delivery of Light and Heavy Plant	01/05/2019	28/02/2023	28/02/2023	£ 40,000,000
08/05/2019	APPLIED ECOLOGY LTD	Bat Surveys	01/05/2019	28/02/2020	28/02/2020	£ 71,531
09/05/2019	SCOTTISH BORDERS COUNCIL	Surface Dressing Works	12/06/2019	30/06/2019	30/06/2019	£ 112,823
10/05/2019	AILSA BUILDING CONTRACTORS LTD	East Main Street Rutherglen Fabric Works	10/05/2019	10/05/2020	10/05/2020	£ 325,149
13/05/2019	REIGART CONTRACTS LTD	Downtakings Carstairs Junction Internal Refurbishment	07/05/2019	07/05/2020	07/05/2020	£ 86,415
14/05/2019	BCA INSULATION LTD	Loft and Cavity Wall Insulation	14/05/2019	14/11/2019	14/11/2019	£ 566,713
15/05/2019	COLAS LTD	Repave Contract 2019-2023	01/05/2019	30/04/2023	30/04/2023	£ 3,000,000
20/05/2019	A C WHYTE & CO LTD	Fabric Repairs Telford Road East Kilbride	20/05/2019	20/05/2020	20/05/2020	£ 886,007
20/05/2019	CRITIOM LTD	Postal Goods and Services	01/06/2019	31/05/2023	31/05/2023	£ 2,683,956

21/05/2019	ARMOUR CONSTRUCTION CONSULTANTS	Quantity Surveying - Blantyre Care Facility	01/05/2019	31/10/2021	31/10/2021	£ 59,375
21/05/2019	ROUTES TO WORK SOUTH	Connect2 Programme from Employability Framework	21/05/2019	31/03/2020	31/03/2020	£ 118,342
23/05/2019	FAST FIXX CATERING ENGINEERS LTD	Repair and Maintenance of Catering Machines	01/06/2019	07/01/2020	07/01/2022	£ 250,000
24/05/2019	BLANTYRE PARK SERVICES LTD	Plumbing & Mechanical Springhall Community Hall	30/05/2019	30/05/2020	24/05/2020	£ 58,382
24/05/2019	ROYAL MAIL	Scottish Government Postal Services Framework - Physical and Hybrid Mail	03/06/2019	02/06/2023	02/06/2023	£ 50,000
28/05/2019	HULLEY & KIRKWOOD	M&E Consultant District Heating Further Investigations	24/05/2019	24/05/2020	24/05/2020	£ 136,950
30/05/2019	METEOGROUP UK LTD	Weather Forecasting Framework for Weather Station Upgrade – Hamilton/Greenhil ls	30/05/2019	30/05/2019	30/05/2019	£ 50,010
31/05/2019	SOUTH LANARKSHIRE COLLEGE	Mini Competition for Inclusiveness from Employability Framework	31/05/2019	31/03/2020	31/03/2020	£ 186,009
31/05/2019	W I & A GILBERT LTD	Structures Maintenance Package - Cartensgill, Garrion, Cardies	17/06/2019	16/08/2019	16/08/2019	£ 58,060
01/06/2019	APEX TRAFFIC MANAGEMENT LTD, CENTRAL TRAFFIC MANAGEMENT LTS, CLASS ONE TRAFFIC MANAGEMENT LTD, CONTRAFLOW LTD, MARKON LTD	Framework for Provision of Temporary Traffic Management	01/06/2019	31/03/2023	31/03/2023	£ 2,400,000
04/06/2019	SOUTH LANARKSHIRE COLLEGE	Employability Framework - Rural Academy	04/06/2019	31/03/2020	31/03/2020	£ 186,009
05/06/2019	AILSA BUILDING CONTRACTORS LTD	Hamilton Central - External Fabric Upgrade	05/06/2019	23/10/2019	23/10/2019	£ 486,601

05/06/2019	AILSA BUILDING CONTRACTORS LTD	Fabric Works Central Hamilton Only	05/06/2019	05/06/2020	05/06/2020	£ 486,601
05/06/2019	LIFE ENVIRONMENTAL SERVICES	Asbestos Consultancy Services	16/08/2019	16/08/2021	16/08/2021	£ 460,000
10/06/2019	VARIOUS SUPPLIERS	Maintenance of Council Structures Framework	10/06/2019	09/06/2023	09/06/2023	£ 2,000,000
10/06/2019	GEORGE BEATTIE & SONS LTD	Minor Works Demolition Contract	10/06/2019	10/06/2020	10/06/2020	£ 68,198
13/06/2019	ALLIED HEALTH SERVICES LTD T/A ALLIED	Care at Home and Housing Support	31/03/2019	07/04/2019	07/04/2020	£ 900,000
13/06/2019	RUTHERGLEN CARE HOME	Care Home Provision	31/03/2019	07/04/2019	07/04/2020	£ 900,000
14/06/2019	INSULATED RENDER SYSTEMS (SCOTLAND) LTD	Fabric Works Elm Places Garages	14/06/2019	14/06/2020	14/06/2020	£ 111,271
17/06/2019	JOSEPH LECKIE & SONS CONTRACTS LTD	Groundworks Claude Street Nursery	17/06/2019	17/06/2020	17/06/2020	£ 104,206
25/06/2019	ZURICH INSURANCE PLC	Homeowners Building Insurance (Right to Buy)	01/10/2019	30/09/2023	30/09/2024	£ 4,377,710
27/06/2019	VARIOUS SUPPLIERS	JCT Framework Agreement 2016 for the Provision of Groundworks 2019/2022	08/07/2019	07/07/2022	07/07/2023	£ 5,000,000
28/06/2019	VARIOUS FRAMEWORK SUPPLIERS	Provision of Passenger Transport Services (extension)	01/07/2017	30/06/2019	01/07/2021	£ 268,226
02/07/2019	BLANTYRE PARK SERVICES LTD	Plumbing and Mechanical St Elizabeths Nursery	02/07/2019	02/07/2020	02/07/2020	£ 54,870
02/07/2019	AILSA BUILDING CONTRACTORS LTD	Springhall Fabrics Phase 2	02/07/2019	02/07/2020	02/07/2020	£ 379,272
22/07/2019	JOSEPH LECKIE & SONS CONTRACTS LTD	Retaining Wall Remediation Works - Kirkmuir Drive	27/03/2019	27/03/2020	27/03/2020	£ 61,000
22/07/2019	T/A CALEDONIAN LANDSCAPES	Cathkin Braes Bin Stores Phase 2	09/04/2019	09/04/2020	09/04/2020	£ 57,335
22/07/2019	BLANTYRE PARK SERVICES LTD	Plumbing & Mechanical Eddlewood Bakery	22/07/2019	22/07/2020	22/07/2020	£ 72,259
26/07/2019	THE SYMPHONY GROUP PLC	Supply of Kitchens and Worktops for Routine Maintenance	01/08/2019	31/05/2022	31/05/2022	£ 1,050,000

26/07/2019	ECOSSE SPORTS LTD	Hamilton Palace Sports Ground 3G indoor pitch	05/08/2019	05/11/2019	05/11/2019	£ 87,627
30/07/2019	BRYSON TRACTORS LTD	Grounds Machinery	30/07/2019	30/07/2020	30/07/2020	£ 450,700
01/08/2019	ANGUS BIOFUELS	Maintenance of Bio Mass Boilers	01/08/2019	01/08/2022	01/08/2024	£ 383,965
05/08/2019	BEMCO LTD	SXL Electrical Materials - Safety detectors	01/07/2019	31/01/2021	31/01/2021	£ 2,278,640
06/08/2019	ORBIS PROTECT LTD	Void Property Protection 2019-2022	06/08/2019	31/07/2022	31/07/2023	£ 720,000
14/08/2019	DIVERSE INVESTMENTS	Hire of Waste Disposal Skips	13/09/2019	13/09/2022	13/09/2024	£ 437,000
16/08/2019	VARIOUS FRAMEWORK SUPPLIERS	Passenger Transport Services	16/08/2019	15/08/2020	15/08/2021	£ 3,153,678
20/08/2019	HUB SOUTH WEST SCOTLAND LTD	New Build Newton Brae Early Years	02/09/2019	08/06/2020	08/06/2020	£ 3,101,035
20/08/2019	AMEY OW LTD	Inspection of 20 bridges with difficult access (Rutherglen, EK & Hamilton areas)	10/09/2019	06/03/2020	06/03/2020	£ 53,467
20/08/2019	HUB SOUTH WEST SCOTLAND LTD	Crawforddyke Early Years New Build	30/09/2019	10/07/2020	10/07/2020	£ 2,979,898
20/08/2019	HUB SOUTH WEST SCOTLAND LTD	Kirkmuhill Early Years New Build	28/10/2019	08/06/2020	08/06/2020	£ 2,054,462
23/08/2019	ROADTEAM LTD	Greenshields Road, Biggar - Retread Framework	12/06/2019	12/06/2019	12/06/2019	£ 55,763
23/08/2019	CCG (SCOTLAND) LTD	Installation of Domestic Gas Heating Systems	23/08/2019	23/08/2020	23/08/2020	£ 500,000
27/08/2019	EDENRED (UK GROUP) LTD	Reward and Recognition Voucher Scheme	19/08/2019	11/08/2023	11/08/2023	£ 160,000
27/08/2019	TOTALMOBILE LTD	Home Care Workforce Scheduling	02/09/2019	01/09/2021	01/09/2023	£ 1,534,248
27/08/2019	EDENRED (UK GROUP) LTD	Employee Benefits	01/10/2019	30/09/2023	30/09/2023	£ NIL
01/09/2019	RECRUITMENT DIRECT UK LTD & VENESKY BROWN	Building Trades Agency Staff - East Ayrshire Council FW	01/09/2020	31/05/2021	31/05/2023	£ 1,400,000
03/09/2019	NEW COLLEGE LANARKSHIRE	Foundation Apprenticeship Programme 2019-21 - Lot 2	03/09/2019	02/09/2020	02/09/2020	£ 33,370

03/09/2019	NEW COLLEGE LANARKSHIRE	Foundation Apprenticeship Programme 2019-21 - Lot 3	03/09/2019	02/09/2021	02/09/2021	£ 30,657
03/09/2019	SOUTH LANARKSHIRE COLLEGE	Foundation Apprenticeship Programme 2019-21 - Lot 1	03/09/2019	02/09/2020	02/09/2020	£ 45,540
04/09/2019	CITY GATE CONSTRUCTION (SCOTLAND) LTD	Plumbing & Mechanical	04/09/2019	04/09/2020	04/09/2020	£ 65,532
09/09/2019	NEW COLLEGE LANARKSHIRE	Provision of GradU8 Programme	09/09/2019	29/05/2020	25/05/2020	£ 150,000
09/09/2019	SCOMAC CATERING EQUIPMENT LTD	Eddlewood Catering Academy	14/01/2020	14/01/2020	14/01/2020	£ 72,593
11/09/2019	ENTITLEDTO LTD	Online Benefit Calculator	01/08/2017	31/07/2019	31/07/2021	£ 52,800
11/09/2019	ES PIPELINES LTD	Springhall Nursery Gas Works	11/09/2019	11/09/2020	11/09/2020	£ 53,345
16/09/2019	AF JAMIESON	Piano Tuning, maintenance and repair services	12/09/2016	22/09/2019	11/09/2021	£ 100,000
23/09/2019	IDOX SOFTWARE LTD	Printing and Issue of Postal Votes, Printing of Ballot Papers and Postal Vote Management System (PVMS) for Elections	01/10/2019	30/09/2026	30/09/2026	£ 880,000
26/09/2019	HUB SOUTH WEST SCOTLAND LTD	East Whitlawburn Housing Development	01/09/2019	30/11/2022	30/11/2022	£ 32,480,384
27/09/2019	GL ASSESSMENT LTD	Provision of Educational Assessment Resources	27/09/2019	01/06/2020	01/06/2020	£ 150,000
01/10/2019	YESSS (A) ELECTRICAL LTD	Electrical Materials Framework - Kirkton Avenue	30/09/2019	31/01/2020	31/01/2020	£ 64,283
01/10/2019	BEMCO LTD	Electrical Materials Framework - Kirkton Avenue	30/09/2019	31/01/2020	31/01/2020	£ 61,766
01/10/2019	SCOTTISH SPCA	Kennelling of Stray Dogs	01/10/2019	30/09/2022	30/09/2024	£ 100,000
02/10/2019	POWERLANGUAGE LTD	Online Teaching Resource	01/08/2019	31/07/2022	31/07/2022	£ 52,000
02/10/2019	COVANBURN CONTRACTS LTD	Canberra Primary: Nursery Alterations Groundworks	02/10/2019	02/10/2020	02/10/2020	£ 112,847
03/10/2019	CROWN FLOORING LTD	Supply and Install wet floor coverings	03/10/2019	03/10/2020	03/10/2020	£ 100,000

07/10/2019	BRITISH TELECOM PLC	Upgrade to Public Space CCTV 2019-2022	07/10/2018	06/10/2022	06/10/2022	£ 160,000
08/10/2019	RICHARD HEALEY (REMOVALS) & AMC REMOVALS UK LTD	Framework for Removals, Storage and Disposals - Lot 1 Domestic	08/10/2019	07/10/2023	07/10/2023	£ 140,000
08/10/2019	HARROW GREEN LIMITED, RICHARD HEALEY (REMOVALS) , BUSINESS MOVES GROUP LIMITED	Framework for Removals, Storage and Disposals - Lot 2 Commercial	08/10/2019	07/10/2023	07/10/2023	£ 106,667
08/10/2019	ADVANCED CONSTRUCTION (SCOTLAND) LTD, CALEY CONSTRUCTION LTD, COVANBURN CONTRACTS LTD, HAWTHORN HEIGHTS LTD, JOHN MCGEADY LTD, JOSEPH LECKIE & SONS CONTRACTS LTD, LANDCARE SOLUTIONS (SCOTLAND) LTD, LANDSCAPES & CONTRACTS LTD	Landscape Development, Play, Recreation and Associated Infrastructure Framework	08/10/2019	07/10/2023	07/10/2023	£ 12,000,000
11/10/2019	MARKON LTD	Anti-Skid Surfacing Works – A70 Rigside	17/10/2019	20/10/2019	20/10/2019	£ 58,879
15/10/2019	JOSEPH LECKIE & SONS CONTRACTS LTD	East Kilbride Civic Centre Groundworks	28/10/2019	27/01/2020	27/01/2020	£ 97,524
21/10/2019	JOSEPH LECKIE & SONS CONTRACTS LTD	Springhall Nursery - Groundworks	01/10/2019	31/08/2020	31/08/2020	£ 383,448
21/10/2019	JAMES FREW LTD	Springhall Nursery New Build	21/10/2019	21/10/2020	21/10/2020	£ 206,914
21/10/2019	FLEMING BUILDINGS LTD	Timber Kit Springhall Nursery New Build	28/10/2019	28/10/2020	28/10/2020	£ 148,872
22/10/2019	ANGUS BIOFUELS	Maintenance of Bio Mass Boilers	20/09/2019	19/09/2022	19/09/2022	£ 230,379
23/10/2019	AFFINITI RESPONSE LTD	Minor works Framework: later/Roughcaster /Plaster/Roofers	23/10/2019	23/10/2020	23/10/2020	£ 53,083
24/10/2019	SOVEREIGN GROUP LTD	Master Fire Door Replacement - East Kilbride and Rutherglen	01/10/2019	31/01/2020	31/01/2020	£ 426,305
25/10/2019	RPS ENVIRONMENTAL MANAGEMENT LTD	River Clyde Flood Modelling and Mapping	28/10/2019	30/04/2021	30/04/2021	£ 205,331

28/10/2019	FIBO UK LTD	Supply and Delivery of Wall Panels	28/10/2019	28/10/2022	28/10/2023	£ 1,440,000
01/11/2019	POWER DISTRIBUTION CONTRACTING LTD	Door Entry MTC 2019-2022	01/11/2019	01/11/2022	01/11/2022	£ 199,736
01/11/2019	SALT SALES COMPANY & COMPASS MINERALS UK LTD	Salt for Winter Maintenance - Lot 2 Bulk Rock Salt	04/11/2019	30/04/2021	30/04/2021	£ 1,500,000
06/11/2019	JOSEPH LECKIE & SONS CONTRACTS LTD	Blantyre Depot, Forest Street Storage Shed	06/11/2019	06/11/2020	06/11/2020	£ 93,203
07/11/2019	CASKIE LTD	Cameronian Hall Demolition Works	01/11/2019	15/11/2019	09/01/2020	£ 163,222
08/11/2019	COSBY SUPPLIERS LTD	Supply and Delivery of Mobile Teaching Units	11/11/2019	31/03/2020	31/03/2020	£ 243,079
12/11/2019	AILSA BUILDING CONTRACTORS LTD	Cathkin Phase 2 External Render Repairs	01/09/2019	15/02/2020	15/02/2020	£ 250,841
12/11/2019	AILSA BUILDING CONTRACTORS LTD	Blairbeth and Spittal External Fabric Upgrade	12/11/2019	12/05/2020	11/05/2022	£ 3,097,428
15/11/2019	SOIL ENGINEERING GEOSERVICES LTD	Grouting Works South Park Nursery	15/11/2019	15/11/2020	15/11/2020	£ 124,596
15/11/2019	PRIME BUILD SOLUTIONS LTD	Muirbrae Way Refurbishment Works	15/11/2019	31/03/2020	31/03/2020	£ 202,415
21/11/2019	SIEMENS PLC	Direct Award for Traffic Signal Ancillary Works	20/01/2020	25/03/2020	25/03/2020	£ 208,308
25/11/2019	FAITHFULL & GOULD	Non Domestic EPCs - PPP High Schools	25/11/2019	24/05/2020	24/05/2020	£ 67,399
25/11/2019	BRAMBLE HUB LTD	Environmental Health and Trading Standards System	01/02/2020	31/01/2025	31/01/2027	£ 174,350
26/11/2019	JOSEPH LECKIE & SONS CONTRACTS LTD	Kirklandpark Nursery New Build	26/11/2019	26/11/2020	26/11/2020	£ 247,116
01/12/2019	VARIOUS SUPPLIERS	Farmers Service Level Agreement for Winter Assistance (Gritting and Snow Clearing)	01/12/2019	31/05/2024	31/05/2024	£ 60,000
01/12/2019	VODAFONE LTD	ICT - PSN Connectivity - PSN Circuit	01/12/2019	30/11/2022	30/11/2024	£ 53,205
03/12/2019	FLEMING BUILDINGS LTD	Kirklandpark Nursery New Build - Timber Kit and Woodwork	03/12/2019	02/10/2020	02/10/2020	£ 169,320
03/12/2019	COMPUTACENTER (UK) LTD	End User Computing and Device Management	01/07/2020	30/06/2025	30/06/2025	£ 2,431,007

10/12/2019	AILSA BUILDING CONTRACTORS LTD	Lock up Refurbishments East Kilbride	10/12/2019	10/12/2020	10/12/2020	£ 196,956
10/12/2019	AILSA BUILDING CONTRACTORS LTD	Naysmyth Bank Balcony Repairs	10/12/2019	10/12/2020	10/12/2020	£ 50,740
10/12/2019	LANDSCAPES & CONTRACTS LTD	St Charles Primary Groundworks	10/12/2019	10/12/2020	10/12/2020	£ 304,130
10/12/2019	LIGHTWAYS (CONTRACTORS) LTD	Maintenance, Storage, Erection and Dismantling of Festive Lighting	07/01/2020	06/01/2024	06/01/2024	£ 1,200,000
11/12/2019	CURTIS MOORE (CLADDING SYSTEMS) LTD	Kirklandpark Nursery Roof & Wall Cladding	11/12/2019	11/12/2020	11/12/2020	£ 78,654
17/12/2019	JOSEPH LECKIE & SONS CONTRACTS LTD	Groundworks Mill Road Nursery	17/12/2019	17/12/2020	17/12/2020	£ 506,219
17/12/2019	AILSA BUILDING CONTRACTORS LTD	Newlandsmuir, East Kilbride External Fabric Repairs	06/01/2020	27/04/2020	27/04/2020	£ 59,692
18/12/2019	HP INC UK LIMITED	Desktop Client Device Framework	01/01/2020	31/12/2021	31/12/2023	£ 2,812,500
20/12/2019	INTELLIGENT HEATLH LTD	Beat The Street - East Kilbride Area	20/12/2019	31/12/2020	31/12/2020	£ 131,000
20/12/2019	JOSEPH LECKIE & SONS CONTRACTS LTD	Southpark Nursery (New Build) Groundworks	20/12/2019	20/12/2020	20/12/2020	£ 609,146
06/01/2020	EK & DISTRICT ENGINEERING GTA LTD	Foundation Apprenticeship in Engineering	05/08/2019	26/06/2021	26/06/2021	£ 137,500
06/01/2020	SCOTTECH LTD	Kirklandpark Nursery Curtain Walling, Windows & External Doors	06/01/2020	06/01/2021	06/01/2021	£ 87,628
09/01/2020	BLANTYRE PARK SERVICES LTD	Kirklandpark Nursery - Plumbing & Mechanical	09/01/2020	08/01/2021	08/01/2021	£ 257,779
10/01/2020	CURTIS MOORE (CLADDING SYSTEMS) LTD	Mill Road Nursery for roof & wall cladding	10/01/2020	10/01/2021	10/01/2021	£ 198,740
14/01/2020	AFFINITI RESPONSE LTD	George Court Refurbishment Works	06/01/2020	27/04/2020	27/04/2020	£ 149,024
14/01/2020	JAMES COWIE & CO LTD	St Charles Primary School Curtain Walling	14/01/2020	14/01/2021	14/01/2021	£ 120,724
14/01/2020	SCOTTECH LTD	St Charles Primary School Structural Steelwork	14/01/2020	14/01/2021	14/01/2021	£ 119,265
14/01/2020	COVANBURN CONTRACTS LTD	NEC3 ECSC for Strathaven Sensory Garden	03/02/2020	13/04/2020	13/04/2020	£ 96,607

15/01/2020	JOSEPH LECKIE & SONS CONTRACTS LTD	Drying green area upgrade- Smyllum, Lanark	15/01/2020	15/01/2021	15/01/2021	£ 58,373
15/01/2020	JOSEPH LECKIE & SONS CONTRACTS LTD	Smyllum Road Environmentals	27/04/2020	29/06/2020	29/06/2020	£ 58,373
16/01/2020	WVB (SCOTLAND) LTD	Mill Road Nursery Brick & Blockwork	16/01/2020	16/01/2021	16/01/2021	£ 62,326
16/01/2020	FLEMING BUILDINGS LTD	South Park Nursery Timber Kit	16/01/2020	16/01/2021	16/01/2021	£ 219,734
16/01/2020	AFFINITI RESPONSE LTD	Springhall Nursery - Roof & Wall Cladding	16/01/2020	15/01/2021	15/01/2021	£ 96,795
17/01/2020	RICARDO ENERGY AND ENVIRONMENT	Air Quality- Reporting Services	18/01/2020	30/06/2020	30/06/2020	£ 50,000
21/01/2020	BLANTYRE PARK SERVICES LTD	St Charles PS Extension Mechanical	21/01/2020	21/01/2021	21/01/2021	£ 289,909
23/01/2020	LANDSCAPES & CONTRACTS LTD	Paving Works	01/11/2019	31/03/2020	31/03/2020	£ 218,702
23/01/2020	SCOTTECH LTD	South Park Nursery - Windows & External Doors	23/01/2020	22/01/2021	22/01/2021	£ 99,055
27/01/2020	CURTIS MOORE (CLADDING SYSTEMS) LTD	Southpark Nursery (New Build) Groundworks	27/01/2020	26/01/2021	26/01/2021	£ 176,221
30/01/2020	REXEL UK LTD	LED Lighting - David Dale House	30/01/2020	30/05/2020	30/05/2020	£ 52,505
30/01/2020	REXEL UK LTD	LED Lighting - South Vennel	30/01/2020	30/05/2020	30/05/2020	£ 76,922
31/01/2020	PAPER SHREDDING SERVICES LIMITED	Shredding Services	31/01/2020	31/01/2022	31/01/2022	£ 167,500
06/02/2020	VODAFONE LTD	Extension of PSN Connectivity	06/02/2020	04/02/2022	04/02/2022	£ 780,655
06/02/2020	JCJ DEMOLITION & CONSTRUCTION LTD	SLC Wide Demolition Contract 2019- 2020	06/02/2020	06/02/2021	06/02/2021	£ 292,883
12/02/2020	BLANTYRE PARK SERVICES LTD	South Park Nursery Plumbing & Mechanical	12/02/2020	12/02/2021	12/02/2021	£ 278,782
12/02/2020	CURTIS MOORE (CLADDING SYSTEMS) LTD	St Charles Primary Roofing & Wall Cladding	12/02/2020	12/02/2021	12/02/2021	£ 201,832
12/02/2020	A & E CONSTRUCTION (SCOTLAND) LTD	St Charles Primary School Structural Steelwork	20/02/2020	20/02/2021	20/02/2021	£ 188,647
12/02/2020	STIRLING PARK & CO	Debt Management & Diligence Services	01/04/2020	31/03/2023	31/03/2025	£ 460,000

13/02/2020	IMPERIAL COMMERCIALS LTD, SCOT JCB LTD, VOLVO GROUP UK LTD	Framework for the Provision of Vehicle Mechanical and Electrical Repairs	13/02/2020	12/02/2022	12/02/2024	£ 1,200,000
14/02/2020	HAMILTON BROTHERS ENGINEERING LTD	Grounds Maintenance machinery	14/02/2020	30/06/2020	30/06/2020	£ 94,500
14/02/2020	HAMILTON BROTHERS ENGINEERING LTD	Grounds Maintenance machinery	14/02/2020	30/06/2020	30/06/2020	£ 81,740
14/02/2020	HAMILTON BROTHERS ENGINEERING LTD	Grounds Maintenance machinery	14/02/2020	30/06/2020	30/06/2020	£ 96,600
14/02/2020	COVANBURN CONTRACTS LTD	Retaining Wall Whinknowe Ashgill	14/02/2020	14/02/2021	14/02/2021	£ 83,790
19/02/2020	HADDEN CONSTRUCTION LTD	New Build Housing - Pentland Reach, Biggar	03/02/2020	02/02/2021	02/02/2021	£ 3,829,198
19/02/2020	PENTLAND PLANTS	Supply and Delivery of Summer Bedding Plants 2020	19/02/2020	31/08/2020	31/08/2020	£ 55,240
25/02/2020	ACTION FOR CHILDREN	Adult Carers Support Service	01/04/2020	31/03/2023	31/03/2023	£ 599,921
25/02/2020	LANARKSHIRE CARERS CENTRE	Adult Carers Support Service	01/04/2020	31/03/2023	31/03/2023	£ 1,649,850
26/02/2020	STIRLING PARK & CO	Provision of Debt Recovery and Sheriff Officer Services - Lot 1	01/03/2020	28/02/2023	28/02/2025	£ 165,000
28/02/2020	LIGHTWAYS (CONTRACTORS) LTD	Installation of Lighting Columns and Lanterns	28/02/2020	30/04/2020	30/04/2020	£ 70,274
02/03/2020	VARIOUS SUPPLIERS	Care at Home services Hamilton & Rutherglen	02/03/2020	30/09/2020	30/09/2020	£ 1,174,500
02/03/2020	SWARCO UK LTD	Electric Vehicle Charging Points	02/03/2020	31/08/2020	31/08/2020	£ 281,543
04/03/2020	COVANBURN CONTRACTS LTD	East Kilbride Universal Connections Groundworks	04/03/2020	04/03/2021	04/03/2021	£ 66,971
04/03/2020	AFFINITI RESPONSE LTD	Kirklandpark Nursery Internal Linings & Joinery	04/03/2020	04/03/2021	04/03/2021	£ 155,557
04/03/2020	SCOTTECH LTD	Mill Road Nursery Aluminium Windows	04/03/2020	04/03/2021	04/03/2021	£ 99,974
12/03/2020	BEMCO LTD	CEEF Programme PV Equipment	12/03/2020	30/05/2020	30/05/2020	£ 76,050
12/03/2020	JOSEPH LECKIE & SONS CONTRACTS LTD	St Columbkille's Primary School Groundworks	12/03/2020	12/03/2021	12/03/2021	£ 58,080

12/03/2020	BLANTYRE PARK SERVICES LTD	St Columbkille's Mechanical Works	12/03/2020	12/03/2021	12/03/2021	£ 70,880
16/03/2020	MAGNUS ELECTRICAL SERVICES LTD	Emergency Lighting Drury Lane, Old Vic and Saddlers Wells Court, East Kilbride	16/03/2020	15/03/2021	15/03/2021	£ 259,334
16/03/2020	VARIOUS SUPPLIERS	Framework Extension: Care at Home and Housing Support	01/04/2020	31/03/2021	31/03/2021	£ 17,546,421
17/03/2020	DOUBLE A TRADING CO LTD	Grounds Maintenance machinery	17/03/2020	31/07/2020	31/07/2020	£ 307,450
23/03/2020	ALLIANCE DISPOSABLES LTD	Mini Competition from SXL Framework for the Supply and Delivery of Catering Trays	24/03/2020	30/04/2020	30/04/2020	£ 109,000
23/03/2020	Y PEOPLE	Private Sector Access and Tenancy Sustainment Scheme	01/04/2020	31/03/2022	31/03/2023	£ 158,060
27/03/2020	AIR MONITORS LTD	Servicing, Repair and Maintenance of FIDAS Air Monitoring Equipment	27/03/2020	26/03/2021	26/03/2020	£ 50,000
30/03/2020	TOTAL GAS & POWER LTD	National Framework Contract for the Supply of Natural Gas	01/04/2020	31/03/2022	31/03/2025	£ 15,972,890
31/03/2020	VARIOUS SUPPLIERS	Procured Service Arrangement: Early Learning & Childcare	01/04/2020	31/03/2030	31/03/2030	£ 143,500,000
31/03/2020	GEORGE CARRUTHERS & SONS LTD	Supply and Delivery of Fresh Fruit and Vegetables (Fresh and pre-prepared)	01/04/2020	31/03/2024	31/03/2025	£ 2,400,000

Objective	Action	Status
1. Procurement leadership and governance	1.1 Develop the role and structure of the Procurement Forum as a mechanism for disseminating information and the development of policies and standards.	Complete
	1.2 Review and update standard procurement documentation to ensure continuous improvement and ongoing compliance.	Complete
	1.3 Develop and implement a new structure for the Procurement Service.	Complete
	1.4 Review of procurement risks.	Complete
	1.5 Internal audit review of procurement practices.	Complete
	1.6 Provision of an annual performance report to the Corporate Management Team and Finance & Corporate Resources Committee.	Complete
	1.7 Review Direct Award and Framework procurements. (new 18/19)	Complete
	1.8 Conduct annual service planning exercise to identify future procurement activity. (new 18/19)	Complete
2. Prevention of Fraud and the Disruption of Serious and Organised Crime	2.1 Conduct a review of procurement processes across the Council and the management information used in the scrutiny of contract spend.	Complete
	2.2 Continue to work with and share information with Police Scotland to ensure serious and organised crime does not benefit from Council contracts.	Complete
3. Defining the supply need	3.1 Report to the Corporate Management Team on high value/high risk procurements.	Complete
	3.2 Assessment for scrutiny of high value/high risk procurements as appropriate.	Complete
	3.3 Development of a procurement process on preliminary market engagement.	Complete
	3.4 Develop category plans for Social Care, Construction and IT (new 2019/2020)	Carried forward to 20/21
4. Sourcing	4.1 Enhance the existing sourcing methodology to mandate early engagement for all regulated and EU regulated procurements where practicable.	Complete

Objective	Action	Status
	4.2 Prior Information Notice (PIN) to be published for all Regulated contracts at least 2 months before tender is released to the market where practicable.	Complete
	4.3 Hold information sharing events where appropriate.	Complete
	4.4 Enhance the tendering skills of Lanarkshire based companies.	Complete
	4.5 Identify opportunities to contract with Supported Businesses (new 2018/2019)	Complete
	4.6 Identify and deliver opportunities to engage local SMEs in Council procurement (new 2018/2019)	Complete
	4.7 Develop arrangements for e-auctions for appropriate commodities (new 2018/2019)	Complete
	4.8 Contribute to the development of the Council's approach to engaging with Social Enterprises (new 2019/2020)	Complete
5. Collaboration	5.1 Identify new areas for collaborative working with internal and external stakeholders.	Complete
	5.2 Ensure collaboration is consistently considered for all procurement activities and increase collaboration where possible.	Complete
6. Sustainable Procurement & Community Benefits	6.1 Update the Sustainable Procurement policy.	Amended
	6.2 Support consultation by Resources with communities in advance of procurement exercises.	Complete
	6.3 Support the development of a system of collating and tracking community benefits.	Complete
	6.4 Deliver the procurement requirements to support the Council's approach to reducing single use plastics (new 2018/2019)	Complete
	6.5 Make recommendation for improving the identification of community benefit opportunities and monitoring (new 2019/2020)	Complete
7. Contract and Supplier Management	7.1 Introduction and full roll out of eCM and eSPM for appropriate contracts.	Complete
	7.2 Research the potential impact of BREXIT on existing and future Council contracts.	Complete
8. Ethical Trading	8.1 The use of organic and local produce will be specified where possible within food contracts.	Complete
	8.2 Work with suppliers to reduce food waste.	Complete

Objective	Action	Status
9. Purchasing Processes and Systems	9.1 Implementation of e-invoicing fully by November 2019.	Complete
	9.2 Develop the use of PCS and PCSt and the Council's i-procurement system.	Complete
	9.3 Consider the use of Project Bank Accounts in appropriate contracts.	Complete
	9.4 Development of a 'No PO, No Pay' policy.	Complete
	9.5 Implementation of a supplier incentive scheme.	Complete
	9.6 Implement action plan following the post implementation review of i-procurement.	Complete
	9.7 Review and update of the Procurement pages of the intranet and website.	Complete
10. People	10.1 Ensure that all procurement staff completes the Scottish Procurement Competency Framework every 3 years.	Complete
	10.2 Capture training requirements through the use of the Council PDR process.	Complete
11. Fair Working Practices	11.1 Local suppliers to be encouraged to pay the living wage to their workforce this will enable the Council to maintain the living wage accreditation.	Complete
	11.2 Council to adopt a Construction Charter, monitor uptake and potential impact on SMEs. (new 18/19)	Complete
12. Performance Management	12.1 Monitor community benefits performance indicators.	Complete
	12.2 Increase where possible, the performance of the Procurement & Commercial Improvement Programme.	Complete
	12.3 Ensure that all internal and external reporting of data and Key Performance Indicators is completed within the agreed timescales.	Complete
	12.4 Develop the provision of management information to Resources.	Complete
	12.5 Develop new database solution for Contracts Register (new 2018/2019)	Carried forward to 20/21
	12.6 Consider feasibility of Project Management Software for procurement (new 2019/2020)	Complete

Appendix 3

Planned Future Regulated Procurements

Project	Estimated value (£)	Estimated award date
Groceries and Provisions	7,200,000	30/04/2020
Early Learning and Childcare PSA (Stage 2)	145,000,000	30/06/2020
Educational Services Procured Service Arrangement	4,000,000	31/10/2020
Framework for the Supply and Delivery of Mobile Teaching Units	755,738	30/09/2020
Close Painting	1,000,000	30/09/2020
Aids and Adaptations	2,000,000	30/09/2020
Supply and Install Vinyl Carpet and Cushion	160,000	30/09/2020
Supply and Install Wet Floor Systems	160,000	30/09/2020
Supply and Installation of Various Floor Coverings	160,000	30/09/2020
Framework for Installation and Maintenance of Vehicle Restraint Systems	900,000	30/09/2020
Provision of Photographic Services Framework	100,000	30/09/2020
New Build Housing and Community Care Facility (St Joseph's)	12,000,000	01/10/2020
Hamilton Render Works	148,868	01/10/2020
Newlands Terrace & Hosier Street Fabric Works	250,000	01/10/2020
Cambuslang & Rutherglen - Re Roofing & Associated Works - Kirkconnel Drive	306,179	01/10/2020
Clydesdale - Re Roofing & Associated Works - Newlands Terrace/Hosier Terrace, Carluke	309,416	01/10/2020
Clydesdale - External Render/Roofing - Kilncroft Terrace Douglas	353,304	01/10/2020
Cambuslang - External Fabric - Springhall Phases	422,000	01/10/2020
Tile Hoists Supply and Delivery	340,000	11/10/2020
Tile Hoists Supply and Delivery	340,122	11/10/2020
Supply of Shower Trays and Associated Products	35,000	20/10/2020
Supply and Delivery of PVC Products	25,000	20/10/2020
Vehicle Breakdown Recovery - Heavy Vehicles in excess of 3.5T	35,000	20/10/2020

Upgrade And Maintenance of CCTV Monitoring Systems	25,000	20/10/2020
Vehicle Breakdown Recovery - Light Vehicles up to 3.5T	25,000	20/10/2020
Supply and Delivery of Personal Protective Equipment (PPE)	500,000	20/10/2020
SLC Minor Works Framework	10,000,000	31/10/2020
Domestic Furniture and Furnishings	7,600,000	31/10/2020
Cambuslang & Rutherglen - Internal Upgrades - Kyle Court Phase 2	140,000	01/11/2020
Kirkhill Fabric Works	960,000	01/11/2020
Hamilton - External Render/Roofing - Udston (Pre-Award)	1,287,447	01/11/2020
Cambuslang & Rutherglen - External Fabric Repairs - Mill Court, Rutherglen (Pre-Award)	1,300,000	01/11/2020
Framework for Recycle and Refuse Containers	500,000	02/11/2020
Supply Delivery and Hire Of Secure Site Containers	1,103,222	13/11/2020
Inspection, Maintenance and Repair of PE Equipment	133,700	20/11/2020
Fuel Management System	120,000	30/11/2020
Anti-Skid Surfacing, Road Markings and Reflective Studs	574,764	30/11/2020
Engineering Inspection and Insurance	1,200,000	01/12/2020
Framework for Kitchens and Bathroom Flooring	200,000	01/12/2020
Vending Machine Services	440,000	01/12/2020
Financial and Human Resource Management System	1,000,000	01/12/2020
Upgrade And Maintenance of CCTV Monitoring Systems	500,000	15/12/2020
Annual Software Licences and Support for Roads and Lighting Maintenance Management System	500,000	30/12/2020
Provision Print Services	3,000,000	31/12/2020
Vehicle Parts	192,217	31/12/2020
Lone Working Solution	160,000	01/01/2021
Supply, Implementation and Support of an Enterprise Mobile Technology Solution - Software solution	261,250	04/01/2021
Asbestos Removal Disposal and Reinstatement Works	2,500,000	19/01/2021

Asbestos Removal Disposal and Reinstatement Works	2,500,000	19/01/2021
Supply of Paint and Sundries	850,000	22/01/2021
Kitchens & Bathrooms	2,000,000	31/01/2021
Framework for the Provision of Vehicle Body Repairs	200,000	07/02/2021
EDRMS (Electronic Document and Records Management Systems) Solution Benefits and Revenue	188,700	28/02/2021
Maintenance of Intruder and Fire Alarms	279,000	01/03/2021
Provision of Fuel from Private Filling Stations (Fuel Cards)	3,600,000	22/03/2021
Maintenance of Air conditioning and air handling units	263,000	31/03/2021
Hamilton Mausoleum Works	275,000	31/03/2021
Provision Of Manned Security Services	1,100,000	31/03/2021
Servicing and maintenance of Chiller Units	75,000	31/03/2021
Supply and Delivery of Ceramic Tiles	60,000	31/03/2021
Maintenance Of Portable Fire Fighting Equipment	180,000	31/03/2021
Supply and Delivery of Signage	190,000	31/03/2021
Learning and development online system	460,000	31/03/2021
Framework for the Provision of Employability Support Services	20,000,000	31/03/2021
Advocacy service to vulnerable children and young people	236,000	31/03/2021
Technology enabled care / Community Alarms	2,000,000	31/03/2021
Social Work Management Information System	2,000,000	31/03/2021
Maintenance Of Portable Fire Fighting Equipment	180,419	31/03/2021
Online School Payments system	730,000	31/03/2021
Supply, Maintenance and Monitoring of Network Hardware and Supply of ad-hoc IP Handsets	2,255,664	31/03/2021
Framework Agreement For The Hire and Erection and Dismantle of Scaffolding	5,000,000	01/05/2021
Fire Suppression Systems Maintenance Of Commercial and Domestic	172,000	31/05/2021
Maintenance Of Gent Fire Alarm Installations	50,000	31/05/2021

Advocacy Framework / Contract - Adult & Children	3,000,000	01/06/2021
Scientific Services	187,500	01/06/2021
Steelwork Framework	1,000,000	14/06/2021
Supply and Delivery of Roads Maintenance Materials - Bollards	80,000	20/06/2021
Mini Competition for the Supply and Delivery of Roads Maintenance Materials Traffic Management Products	100,000	20/06/2021
Supply and Delivery of Roads Maintenance Materials Concrete Products	169,200	20/06/2021
Mini Competition for the Supply and Delivery of Roads Maintenance Materials Drainage Products	197,500	20/06/2021
Supply and Delivery of Roads Maintenance Materials Line Marking Material	212,000	20/06/2021
Supply and Delivery of Roads Maintenance Materials Miscellaneous Products	272,000	20/06/2021
Water Infrastructure Works	138,716	30/06/2021
Supply and Support of Microsoft Licences	2,038,964	30/06/2021
Provision of Cloud based work management database, fully compatible with national reporting requirements	187,420	30/06/2021
Framework For Curtain Walling	1,000,000	30/06/2021
Asbestos Consultancy Services For Capital Works	876,000	16/08/2021
Asbestos Consultancy Services For Revenue Works	465,000	16/08/2021
Provision of Piano Tuning, Maintenance and Repair Services	105,000	30/08/2021
Supply of Static Hot Boxes	83,210	31/08/2021
Crematorium Equipment Maintenance	75,000	01/09/2021
Survey and Supply of PVC-U Windows	800,000	17/09/2021
The Provision of Secure Cash Collection Services	447,855	30/09/2021
Telecare Equipment	393,994	30/09/2021
Bothwell Nursery New Build	3,500,000	30/09/2021
East Kilbride New Build Housing	6,720,000	30/09/2021
Clydesdale Social Care Facility	6,000,000	30/09/2021
Council Buildings Waste	4,353,600	01/10/2021

Framework For Ground investigation	340,000	16/10/2021
Maintenance of Public Space and Property Based CCTV Systems	407,000	24/10/2021
Supply Delivery and Hire Of secure site containers	1,100,000	13/11/2021
Server and Storage Supply and Support	1,888,604	31/12/2021
Purchase of Vehicle Hoist and Column Lifts and Associated Annual Maintenance	55,100	01/01/2022
Supplier Development Programme Framework	200,000	31/01/2022
Travel Insurance	40,000	31/03/2022
Banking Services	1,000,000	31/03/2022

Report

11

Report to: **Finance and Corporate Resources Committee**
 Date of Meeting: **28 October 2020**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Notification of Contracts Awarded**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide notification to Committee, in accordance with Standing Orders on Contracts, of contracts awarded by Finance and Corporate Resources during the period 1 April 2020 to 30 September 2020.

2. Recommendation(s)

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

- (1) that details of the contracts awarded be noted.

3. Background

3.1. It is a requirement of Clauses 21.8 and 22.5 of the Standing Orders on Contracts that details of the acceptance of all tenders above £50,000 be reported retrospectively to the relevant Committee for noting, other than those under Clause 21.3 where the award is not the lowest in a price only tender, or costs exceed the approved financial provision. In these instances a report is submitted to the appropriate Committee and subsequent authority to award is granted by that Committee.

4. Contract Awards

4.1. Contracts awarded for the period 1 April 2020 to 30 September 2020, on the basis of lowest offer and/or most economically advantageous offer submitted, is provided at Appendix 1.

5. Employee Implications

5.1. Contracts management, including performance appraisal, will be undertaken by both the main service user and the Procurement Team.

6. Financial Implications

6.1. Appropriate budgetary provision is available for each of the contracts awarded.

7. Climate Change, Sustainability and Environmental Implications

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

8. Other Implications

8.1. There are no direct risks in terms of the information contained in this report.

9. Equality Impact Assessment and Consultation Arrangements

- 9.1. This report does not introduce a new policy, function or strategy nor 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 this report.

Paul Manning

Executive Director (Finance and Corporate Resources)

1 October 2020

Link(s) to Council Values/Ambitions/Objectives

- ◆ Value: Accountable, effective, efficient and transparent

Previous Reference

- ◆ Finance and Corporate Resources Committee, 20 May 2020

List of Background Papers

- ◆ Standing Orders on Contracts

Contact for Further Information

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

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Appendix 1

Finance and Corporate Resources

Contracts Awarded by Finance and Corporate Resources over £50,000 in value

Name of Successful Tenderer	Value of Contract Awarded	Date of Award	Brief Description (include period of contract)	Contract Period
Scholar	£114,479.00	01/04/2020	SCHOLAR Forum Subscription renewal	1/4/2020 to 31/3/2023
Elliot Baxter and Company (Limited)	£152,599.00	06/04/2020	Supply and Delivery of Specialist Digital Paper	06/04/2020 to 31/8/2023
Streamline Corporate Limited	£50,000.00	09/04/2020	Covid19 PPE Supplier	09/04/2020 to 30/03/2021
CMT Equipment Limited	£100,000.00	16/04/2020	Covid19 PPE Supplier	16/4/2020 – 31/3/2021
AXIOS Systems PLC	£165,021.00	02/06/2020	Axios Assyst System Service Management Maintenance and Support	01/03/2020 to 28/02/2023
Wm Morrison Supermarket plc	£100,000.00	05/06/2020	Provision of Bulk Buying Purchases for Emergency Food Parcels Covid 19	05/06/2020 to 31/03/2021
JADU Creative Limited	£243,580.00	23/06/2020	SLC Website Hosting Switchover to the Cloud	23/6/2020 to 31/05/2024
South Lanarkshire College	£186,009.00	03/07/2020	Rural Academy (Energy Academy) - Technical and Sectorial Support	08/07/2020 to 31/03/2021
VODAFONE Limited	£169,600.00	31/07/2020	Supply and Delivery of Devices and Sims	31/7/2020 to 31/7/2022
DATAVITA Limited	£8,452,277.54	14/09/2020	Cloud Migration and Hosting Services	01/10/2020 to 30/09/2025
G4S Cash Solutions (UK) Limited	£173,000.00	17/09/2020	Extension: Secure Cash Collection Services	1/10/2020 to 30/09/2021

Report

12

Report to: **Finance & Corporate Resources Committee**
 Date of Meeting: **28 October 2020**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **European Social Fund Programme 2014 to 2020**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ set out the European Social Fund (ESF) Programme 2014 to 2020 being delivered by South Lanarkshire Council

2. Recommendation(s)

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

- (1) that it be noted that a grant of £6.9 million has been awarded to deliver Phase 2 of the European Social Fund (ESF) Programme 2014 to 2020 through until 31 March 2023;
- (2) that it be noted that the Programme remains under suspension but grant claims can now be submitted and will be reimbursed by the Scottish Government; and
- (3) that it be noted that plans have been implemented to monitor delivery of the Programme across Phase 2 and report this to Committee.

3. Background

- 3.1. The Scottish European Structural and Investment Funds Programme 2014 to 2020, approved by the European Commission (EC), sets out a broad approach to the development of the Scottish economy using European Union (EU) Structural Funds.
- 3.2. For management and monitoring purposes, the original approval through to 31 December 2019 was called Phase 1 and, from 1 January 2020 to 31 March 2023, the extended period, Phase 2. Although the UK has now left the European Union, the UK Government has provided a guarantee to fund approvals which are agreed within the current 2014 to 2020 EU funding cycle. This report sets out details around South Lanarkshire Works 4 U (SLW4U) Strategic Intervention Programme that will deliver a range of projects across Phase 2.
- 3.3. In addition to the grant funding, South Lanarkshire Council is required to provide a level of match-funding to support delivery of the Programme. As well as this match-funding requirement, the grant award also sets out required levels of engagement and specific outputs and outcomes that should be achieved.

- 3.4. The Programme will receive ESF support to add value and achieve additional outcomes to delivery initiatives for which the Council has responsibility for developing and implementing. The Programme consists of a number of projects that deliver a range of interlinked, progressive activity and target client groups in need of support to overcome barriers to employment.
- 3.5. SLW4U (delivered by Community and Enterprise Resources, Finance and Corporate Resources, Education Resources and external contractors) is a 5 stage employability pipeline that provides an integrated group of projects aimed at moving people towards employment, with a particular focus on the multiple disadvantaged and those with the most severe barriers to employment opportunities.
- 3.6. South Lanarkshire Council was awarded £6.9 million by the Scottish Government on 21 January 2020 to deliver the SLW4U Programme for the phase beginning on 1 January 2020 through to 31 March 2023.

The total grant award is detailed in Table 1 below:-

	Funding
Phase 2 - Approved Eligible Expenditure	£14.1m
Phase 2 - Approved Eligible Grant	£6.9m
Phase 2 – Match Fund by South Lanarkshire Council	£7.2m

Table 1

4. Reimbursement of Grant

- 4.1. As the Programme progresses, periodic claims are submitted by South Lanarkshire Council to the Scottish Government. These seek interim payments against the total grant award based on engagement with a sufficient number of participants along with evidence of the delivery of target outputs and outcomes that were set out in the grant award. At the date of writing this report, verification of Claim 6 (quarter to 31 March 2020) is nearing completion and data to verify Claim 7 (quarter to 30 June 2020) is being collated.
- 4.2. In November 2019, South Lanarkshire Council were advised that the ESF programme had been formally suspended, at a Scotland wide level by the EC, following a pre-suspension period that initially started in February 2019. This suspension applied to all Public Bodies in Scotland in receipt of EU ESF and ERDF funding and was not specific to South Lanarkshire Council. Routine audit work undertaken by the EC had identified issues with elements of the ESF programme which led, in turn, to the EC suspending further payments pending resolution of the issues that had been identified. Since this date, the Scottish Government has been working with the EC to reach a resolution
- 4.3. In January 2020, the Council were advised that, although the suspension had not been lifted, claims could be submitted, which would be reimbursed by the Scottish Government following verification. Claims will therefore be submitted to the Scottish Government following the established process for the reimbursement of claims.

5. Phase 2 Progress

- 5.1 Phase 2 commenced on 1 January 2020 and has been impacted by the global COVID-19 health pandemic and subsequent lockdown. The Scottish Government published guidance to Lead Partners, delivery bodies and representative organisations to address some of the difficulties being experienced and to acknowledge that there will now be very different and reduced programme activities, models of delivery and working arrangements. It also clearly recognised that evidence of activity and outputs, achievement of targets and milestones, staffing levels and arrangements will all be severely impacted for the duration of COVID-19 and possibly beyond.
- 5.2 Plans are in place to submit a notification of change to the Scottish Government to reflect changed employability context and local needs. The Phase 2 element of the Programme is still in its infancy but Project Officers are working to deliver anticipated targets and maximise the full grant award by 31 March 2023.
- 5.3 Interim updates will be provided to Members moving forward to advise of progress towards achieving full grant spend and meeting output targets and outcomes.

6. Employee Implications

- 6.1 There are a number of internal and external employees involved in managing and delivering EU assisted activity for the Council.
- 6.2. These costs are met by either Council budgets or EU grant funding reclaimed from the Scottish Government.

7. Financial Implications

- 7.1. There are no financial implications arising directly from this report. Although the EC suspension of payments remains in place, the Scottish Government is continuing to collect information required to have the suspension lifted albeit the process is now being impacted by COVID-19. In the interim, claims can be submitted and, once verified, reimbursed by the Scottish Government.

8. Climate Change, Sustainability and Environmental Implications

- 8.1. There are no specific implications for climate change, sustainability or the environment within this report.

9. Other Implications

- 9.1. The Scottish Government has recently published its findings from a consultation into the replacement for ESF funds post-EU exit in Scotland. In summary, the key findings from the consultation in respect of the replacement fund were that:-
 - ◆ core principles, aims and objectives should be broadly similar to previous EU programmes, but with a wider remit particularly in relation to inclusive growth and well-being economy
 - ◆ additionality should remain a core principle
 - ◆ it should be guided by Scottish rather than UK or EU policy priorities, albeit maintaining some alignment, particularly with UK policy at a high level
- 9.2. Alongside this, strong levels of concern were reported regarding the current uncertainty and the lack of clarity around other EU funding programmes.
- 9.3. The report confirms that the Scottish Government will engage with the UK Government once proposals are published.

10. Equality Impact Assessment and Consultation Arrangements

- 10.1. Equality impact assessments have been carried out on different elements of the EU employability service programmes since 2016. An equality and social impact assessment on the whole service is currently being conducted for the new financial year 2020/2021.

Paul Manning

Executive Director Finance and Corporate Resources

4 September 2020

Link(s) to Council Values/Ambitions/Objectives

- ◆ Get it right for children and young people
- ◆ Promote economic growth and tackle disadvantage

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:-

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Report

13

Report to: **Finance and Corporate Resources Committee**
 Date of Meeting: **28 October 2020**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Redress for Survivors (Historic Child Abuse in Care) (Scotland) Bill**

1. Purpose of Report

1.1. The purpose of the report is to: -

- ◆ advise of the Scottish Parliament's Education and Skills Committee call for views on the Redress for Survivors (Historic Child Abuse in Care) (Scotland) Bill
- ◆ advise of the Scottish Parliament's Finance and Constitution Committee call for views on the Redress for Survivors (Historic Child Abuse in Care) (Scotland) Bill - Financial Memorandum
- ◆ provide details of the Council's response to the Bill and Financial Memorandum that have now been submitted

2. Recommendations

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

- (1) that the content of the Council's response to the calls for views on the Bill and Financial Memorandum, as set out in Appendices 1 and 2 be noted.

3. Background

- 3.1. Introduction of the Redress for Survivors (Historic Child Abuse in Care) (Scotland) Bill follows a commitment from the Deputy First Minister in October 2018 to establish a financial redress scheme for survivors of historical child abuse in care in Scotland.
- 3.2. An Abuse Advanced Payment Scheme for survivors who are now terminally ill or who are aged 70 or over has been in place since April 2019. The scheme is open to anyone who falls into these 2 categories, where they were abused as child whilst in care in Scotland before December 2004. For individuals who apply to the scheme, payments will be made on a discretionary basis.
- 3.3. Since the announcement of the proposed Redress Scheme by the Scottish Government in October 2018, COSLA officers have been continuously engaged with Professional Associations to advance the Local Government position regarding the Redress Scheme. This engagement has included members of SOLACE, Social Work Scotland, Directors of Finance, Association of Directors of Education in Scotland (ADES), Association of Local Authority Risk Managers (ALARM) and officers from the Scottish Government.

- 3.4. The Scottish Government undertook a consultation into the proposed Financial Redress Scheme in September 2019. South Lanarkshire Council submitted a response to this consultation in November 2019.
- 3.5. Throughout discussions between COSLA and the Professional Associations, there has been significant concerns around several key issues which have been raised with the Scottish Government including financial impacts, insurance impacts and workforce resources.
4. **The Redress for Survivors (Historical Child Abuse in Care) (Scotland) Bill**
 - 4.1. On 13 August 2020, the Scottish Parliament published the Redress for Survivors (Historical Child Abuse in Care) (Scotland) Bill. The Bill was accompanied by an explanatory note; a policy memorandum; and a financial memorandum.
 - 4.2. The main points noted within the Bill and its supporting documents are summarised below:-
 - ◆ The scheme will be operated by a body independent of the government.
 - ◆ Abuse is defined as being sexual, physical and emotional abuse and abuse which takes the form of neglect.
 - ◆ Applications to the Scheme must be made within five years of the Act coming into force.
 - ◆ Financial contributions to the scheme will be sought from those who were responsible for the care of children where and when the abuse occurred, whether providing care directly or otherwise involved in the decision-making processes and arrangements by which the child came to be in care.
 - ◆ In respect of local authorities, a collective contribution is being sought through the Confederation of Scottish Local Authorities (COSLA). This is to represent the central role and responsibility local authorities held in the provision of care for children within Scotland throughout the period covered by the redress scheme (up to 1 December 2004).
 - ◆ The Bill requires that principles are published setting out how fair and meaningful contributions to the scheme will be assessed. There is no information provided on when these principles will be published or what they will cover. The level of contribution being sought via COSLA for local authorities is therefore unknown at this time.
 - ◆ Redress payments made under the scheme will be conditional upon the applicant signing a waiver which will relinquish their right to continue or raise relevant civil proceedings in respect of the abuse, such as actions for damages, against the Scottish Government and other organisations who have made fair and meaningful financial contributions to the scheme.
 - ◆ The Bill notes that it is not appropriate for the Scottish Government to interfere in contractual relationships between insurers and those organisations that are insured. Insurance companies have been asked by the Scottish Government to assist organisations facing a call for contribution. Given the potential exposure to litigation and costs faced by organisations who do not secure the waiver noted above, the approach to contributions aims to encourage insurers to support contributions to the scheme. Therefore, there is no onus on insurers to contribute.

- ◆ The payment levels for survivors are:-
 - ◆ Fixed rate redress payment £10,000
(Applicants require to meet the eligibility for the scheme, but do not require to provide a detailed account of their abuse. Those who receive a fixed rate redress payment will, for the duration of the scheme, be able to subsequently apply for an individually assessed redress payment (from which the fixed rate redress payment will be deducted)).
- ◆ Individually assessed payment levels:-
 - ◆ Level 1 £20,000
 - ◆ Level 2 £40,000
 - ◆ Level 3 £80,000
 (Applicants require to meet the eligibility for the scheme, and assessment will involve a more detailed examination of the facts and circumstances of the survivor's experience, taking into account the severity, frequency, nature and duration of the abuse and all other relevant matters and it will require more by way of supporting information from the applicant than the fixed rate redress payment)
- ◆ A Next of Kin payment available at the fixed rate redress payment of £10,000.
- ◆ Any previous payments made will be deducted from the redress payment. This includes court awarded damages and insurance claims settlements.
- ◆ There is a detailed review procedure for all decisions by the redress panel.
- ◆ Scottish Ministers may compel anyone other than an applicant to provide specified information to them. They may also compel them to give evidence in the form of a written statement. Specified information includes information about previous payments. Failure to comply will be a criminal offence.
- ◆ Scottish Ministers will meet legal fees of applicants within certain limits. However, this excludes advice on whether to pursue litigation as an alternative to the redress payment.
- ◆ The Bill creates opportunities for survivors to access non-financial redress such as counselling services, acknowledgement and apology.
- ◆ The current central projection of applicants to the scheme is estimated at around 10,000-12,000.
- ◆ It is likely, based on the experiences from other Schemes that most applicants (estimated at around 80%) will choose to apply for the individually assessed payment, rather than the fixed rate payment.
- ◆ The current central projection for total cost of redress payments (excluding administration and associated costs) is around £300million to £350 million, based on an average payment in the region of £30,000 per applicant (based on 11,000 applicants)

5. Call for views

- 5.1. The Scottish Parliament's Education and Skills Committee issued a call for views on the Bill on 24 August 2020 and the Finance and Constitution Committee issued a call for views on the associated Financial Memorandum on 4 September 2020. The response dates for these call for views are 2 October 2020 and 9 October 2020, respectively.
- 5.2. Details of the Council's response to the call for views for the Bill is contained in Appendix One and the Council's response to the call for views for the Financial Memorandum is detailed in Appendix 2.

5.3. The Council fully supports the premise of financial compensation, access to acknowledgement, apology and therapeutic support to those who have suffered historic abuse.

5.4. The key issues raised within the Council's response to the call for views for the Bill and Financial Memorandum are summarised below:-

- ◆ In respect of a 'fair and meaningful' contribution to the scheme from organisations responsible for abuse, the Council is concerned that no detail on the basis of contributions is in the bill at present.
- ◆ The Council and other bodies need to be made aware of those costs and the basis of apportionment, and these need to be reflected in the financial memorandum.
- ◆ It is assumed that Local Government contributions will be a significant proportion of the total cost of redress payments estimated at £350 million.
- ◆ The design of the scheme means it is unlikely that we can rely upon historic insurance cover to help fund our contributions due to the less stringent evidence requirements compared to a civil liability claim and lack of liability determination. Ultimately, it is unlikely cover can be accessed for this purpose despite having bought the insurance policies in good faith to cover abuse and other risks.
- ◆ Contributions to the Redress Scheme will place an additional funding pressure on the Council for losses that may otherwise have been insured.
- ◆ The Council's view is that no funds are available to meet these contributions and that further discussions are required through COSLA on how these significant burdens can be managed.
- ◆ The allocation basis for contributions requires to be fair and proportionate and there should be some form of relationship to claims stemming from predecessor authority areas.
- ◆ South Lanarkshire Council is satisfied with the process for applying for redress, but concerned about the additional work placed on its resources in respect of Subject Access Requests and the additional cost involved

6. Employee Implications

6.1. Due to the requirement on applicants to the Redress Scheme to provide supporting documentation for their application, there may be a rise in the number of Subject Access Requests and record enquiries received by the Council. This is likely to require additional employee time in both Social Work Resources and Education Resources to respond to requests.

7. Financial Implications

7.1. The financial implications of the redress scheme on the Council are unknown at present. More information should become known once the Scottish Government publish their principles on the how fair and meaningful contributions to the scheme are to be assessed.

7.2. It now appears likely that the Council will be required to contribute to the redress scheme for losses which might otherwise have been insured, therefore placing an additional financial burden on the Council. At present, any contributions from insurers appear to be entirely discretionary for future claims made to the redress scheme.

8. Climate Change, Sustainability and Environmental Implications

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

9. Other Implications

9.1. None.

10. Equality Impact Assessment and Consultation Arrangements

10.1 No equality impact assessment is required in terms of the recommendations contained within this report

10.2 Consultation has been undertaken with Education Resources and Social Work Resources in terms of the contents of this report.

Paul Manning

Executive Director (Finance and Corporate Resources)

6 October 2020

Link (s) to Council Values /Ambitions/Objectives

♦ Accountable, Effective, Efficient and Transparent

Previous References

♦ None

List of Background Papers

- ♦ Redress for Survivors (Historic Child Abuse in Care) (Scotland) Bill
- ♦ Redress for Survivors (Historic Child Abuse in Care) (Scotland) Bill - Financial Memorandum

Contact for Further Information

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

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Appendix 1

South Lanarkshire Council's Response to the Scottish Parliament's Education and Skills Committee Call for Views on the Redress for Survivors (Historic Child Abuse in Care) (Scotland) Bill

Call for views questions	South Lanarkshire Council's Response
<p>1) The people who are eligible to apply to the scheme. Who will be eligible? What is a "relevant care setting"? The redress scheme is for survivors who were abused in care in a relevant care setting before 1 December 2004 and were under 18 years. The redress scheme covers two categories of care setting in Scotland. The first concerns children who were "in care" because their families were unable to look after them on a day to day basis and, which led to the children being placed in an institutional care setting (for example, residence in a children's home provided by a public authority or voluntary organisation) or other public care setting (for example, residence with foster carers).</p> <p>The second category concerns children who were subject to some form of intervention by a body exercising public functions (for example, where a court order placed a child in an approved school, or where arrangements were made by a local authority to send children to board in schools not managed by that authority and the authority met the costs of that).</p>	<p>South Lanarkshire Council agrees with this definition, but is concerned that children placed in schools by parents and admitted to hospitals for long-term medical reasons, who were abused, are not part of the scheme.</p>
<p>2) The Bill's definition of abuse. What is meant by "abuse"? In the context of the redress scheme, "abuse" means sexual, physical and emotional abuse or abuse which takes the form of neglect.</p>	<p>South Lanarkshire Council agrees with this definition.</p>
<p>3) The dates used in the Bill to define 'historical abuse'. Why is there a cut-off date of 1 December 2004? This is the date that then First Minister Jack McConnell made a public apology in the Parliament and when Scotland began to face up to the harm done to children in care in the past.</p>	<p>South Lanarkshire Council agrees with this date.</p>
<p>4) The Bill's definition of 'in care' and the places in which that care took place. Who will be eligible? What is a "relevant care setting"? The redress scheme is for survivors who were abused in care in a relevant care setting before 1 December 2004 and were under 18 years. The redress scheme covers two categories of care setting in Scotland. The first concerns children who were "in care" because their families were unable to look after them on a day to day basis and, which led to the children being placed in an institutional care setting (for example, residence in a children's home provided by a public authority or voluntary organisation) or other public care setting (for example, residence with foster carers).</p>	<p>South Lanarkshire Council is concerned this definition does not consider those abused historically in school setting and hospital settings if they were placed there by their parents.</p>

<p>The second category concerns children who were subject to some form of intervention by a body exercising public functions (for example, where a court order placed a child in an approved school, or where arrangements were made by a local authority to send children to board in schools not managed by that authority and the authority met the costs of that).</p>	
<p>5) The process of applying for redress and what advice and support applicants might need, particularly in relation to the waiver scheme. Key features of the redress scheme:</p> <ul style="list-style-type: none"> • Independent decision-making - a new organisation, Redress Scotland, will be created to independently assess and make decisions on applications for redress. • Administration and processing - a new team in the Scottish Government will carry out the administration of the redress scheme, for example, processing applications and redress payments. It will not be involved in decision-making. • Eligibility - the redress scheme is for survivors of historical child abuse, meaning abuse which took place before 1 December 2004, in relevant care settings in Scotland. • Time period - the redress scheme will be open to accept applications for a period of five years, although this period may be extended. • Payment structure – the scheme will offer survivors the choice of whether to apply for a fixed rate redress payment or an individually assessed redress payment. • Payment levels - the fixed rate redress payment will be £10,000. Individually assessed redress payments will be set at three levels: level 1 will be £20,000, level 2 will be £40,000 and level 3 will be £80,000. • Assessment - the level of each individually assessed redress payment will be determined following consideration of the nature, severity, frequency and duration of abuse along with other relevant matters. An assessment framework will be published as guidance to provide transparency and consistency in decision-making. • Evidence – the design of the scheme including supporting guidance and the Redress Scotland appointments process will be robust and credible to ensure that survivors, care providers and others can have confidence in its processes and outcomes. • Waiver - redress payments will be conditional upon the applicant signing a waiver, giving up their right to continue or raise civil actions in respect of the abuse, against the Scottish Government and those organisations that have made fair and meaningful financial contributions to the scheme. 	<p>South Lanarkshire Council is satisfied with the process for applying for redress, but concerned about the additional work placed on its resources in respect of Subject Access Requests and the additional cost involved.</p>
<p>6) The level of payments offered to survivors. How much money might I receive? Survivors will be able to choose at the point of application whether to apply for a fixed rate redress payment or an individually assessed redress payment.</p>	<p>South Lanarkshire Council do not have any specific comment to make on the redress payment levels and are of the view that survivor groups should be consulted the proposed payment levels.</p>

<ul style="list-style-type: none"> • The fixed rate redress payment is £10,000. <p>There are 3 levels of individually assessed redress payments, each level consists of a set payment:</p> <ul style="list-style-type: none"> • level 1 - £20,000; • level 2 - £40,000; • level 3 - £80,000. <p>If an application for an individually assessed redress payment does not meet the threshold required for a level 1, 2 or 3 payment, applicants will, provided they meet the general eligibility criteria of the scheme, be entitled to a fixed rate redress payment of £10,000.</p> <p>In order to determine the appropriate level of individually assessed redress payment, an assessment framework will be published as guidance to provide transparency and consistency in decision-making. These decisions will be made by Redress Scotland, a new body which is not part of Scottish Government.</p>	
<p>7) What you believe to be a ‘fair and meaningful’ contribution to the scheme from organisations responsible for abuse.</p> <p>Who will pay for the redress scheme? Will religious organisations and others be making a contribution to its cost? The redress scheme will be funded by the Scottish Government. However, fair and meaningful financial contributions to the redress scheme will be sought from organisations involved in the care of children during the period covered by the scheme. We understand the importance of these organisations being part of the collective effort to face up to the harms of the past.</p>	<p>South Lanarkshire Council is concerned that no detail on the basis of contributions is in the bill at present.</p> <p>It is assumed that Local Government contributions will be a significant proportion of the total cost of redress payments estimated at £350m.</p> <p>Council budgets are under pressure and they are facing significant increasing demands. This has been heightened at present due to the Council's response to the Covid-19 pandemic.</p> <p>The Council's view is that no funds are available to meet these contributions and that further discussions are required through COSLA on how these significant burdens can be managed.</p>

	<p>If councils have to find money to contribute towards a redress scheme, this will put further pressure on budgets and as a result, the funding available for other services will have to reduce.</p> <p>There may be a requirement for councils to record significant sums of liability in this current year. Councils do not have funding to accommodate this.</p> <p>The allocation basis requires to be fair and proportionate. South Lanarkshire Council's view is that there should be a link between the claims stemming from predecessor authority areas and the financial contributions sought.</p> <p>We believe the Council is also at risk of further claims being intimated through litigation as a result of the scheme and advise that the Council has received a low number of claims to date.</p> <p>The design of the scheme means it is unlikely that we can rely upon historic insurance cover to help fund our contributions due to the less stringent evidence requirements and lack of liability determination. Ultimately we are likely to fail to access cover for this purpose despite having bought the insurance policies in good faith to cover abuse and other risks.</p> <p>Contributions to the Redress Scheme will place an additional funding pressure on the Council for losses that may otherwise have been insured.</p>
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<p>8) The process for dealing with applications to the scheme from people who have serious convictions. Can I still apply if I have a criminal conviction? Yes. Survivors of abuse or next-of kin applicants with criminal convictions are not excluded from applying for financial redress. However, Redress Scotland will consider whether, giving a redress payment to people who have been convicted of serious criminal offences, particularly involving serious levels of abusive conduct, would be in the public interest. Serious offences are murder, rape and a sexual or other violent offence, which has resulted in a sentence of imprisonment of five years or more.</p>	<p>South Lanarkshire supports this.</p>
<p>9) The process for family members to make an application on behalf of a survivor who has since died. Will next-of-kin of deceased survivors be able to apply? Some next-of-kin of survivors who died on or after 17 November 2016 will be eligible to apply for a next-of kin payment, which is the same amount as the fixed rate redress payment. For the redress scheme, next-of-kin means spouses, civil partners or co-habitants of the deceased person. Where the deceased person had no spouse, civil partner or co-habitant, children of the deceased will be eligible to apply. Where there are multiple children of the deceased, the fixed rate redress payment will be divided equally between them.</p>	<p>South Lanarkshire supports this.</p>
<p>10) How to ensure that non-financial redress (e.g. an apology) meets the needs of survivors. Non-financial redress – the redress scheme will offer access to acknowledgement, apology and therapeutic support in addition to redress payments.</p>	<p>South Lanarkshire Council fully supports this and believes that survivor groups are best placed to advise the Scottish Government on how these supports should be provided and implemented.</p>

South Lanarkshire Council's Response to the Scottish Parliament's Finance and Constitution Committee Call for Views on the Redress for Survivors (Historic Child Abuse in Care) (Scotland) Bill – Financial Memorandum

Call for views questions	South Lanarkshire Council's Response
Consultation	
1. Did you take part in any consultation exercise preceding the Bill and, if so, did you comment on the financial assumptions made?	South Lanarkshire Council did take part in the consultation exercise and provided a response to this in November 2019. All aspects of the consultation were responded to, including comments in respect of financial contributions.
2. If applicable, do you believe your comments on the financial assumptions have been accurately reflected in the FM?	The Council's comments in respect of financial contributions are not reflected in the FM
3. Did you have sufficient time to contribute to the consultation exercise?	Yes
Costs	
4. If the Bill has any financial implications for your organisation, do you believe that they have been accurately reflected in the FM? If not, please provide details.	<p>The Bill does have financial implications for South Lanarkshire Council. We do not believe that these implications have been accurately reflected within the FM. The main areas which are likely to impact upon South Lanarkshire Council relate to a fair and meaningful contribution towards to cost of redress payments and administration of the scheme and resource implications in respect of dealing with Subject Access Requests (SARS). Comments on both aspects are summarised below.</p> <p><u>Fair and Meaningful Contribution</u></p> <p>No detail on the basis of contributions is contained within the Financial Memorandum. The Council and other bodies need to be made aware of those costs and the basis of apportionment, and these need to be reflected in the financial memorandum.</p> <p>The design of the scheme means it is unlikely that we can rely upon historic insurance cover to help fund our contributions due to the less stringent evidence requirements and lack of liability determination, in comparison to a civil liability claim. Ultimately we are likely to fail to access cover for this purpose despite having bought the insurance policies in good faith to cover abuse and other risks.</p> <p>Contributions to the Redress Scheme will place an additional funding pressure on the Council for losses that may otherwise have been insured.</p>

	<p><u>Resource Implications</u></p> <p>The estimated costs/time within the Financial Memorandum for Aberdeen and North Lanarkshire Council does not seem unreasonable. However, did not seem to consider the time spent by different Council departments e.g. Education which may hold information to support a persons application or the time taken to produce an inventory which would be required to be produced for the redress scheme. Some SARs will be complex and likely to require advice from Legal Services.</p> <p>Any additional requests would create time pressures on existing staff. They would require to be given the time to complete the task which would impact on their normal workload.</p>
5. Do you consider that the estimated costs and savings set out in the FM are reasonable and accurate?	No, per comments in Q4
6. If applicable, are you content that your organisation can meet any financial costs that it might incur as a result of the Bill? If not, how do you think these costs should be met?	<p>It is assumed that Local Government contributions will be a significant proportion of the total cost of redress payments for the entire scheme estimated at £350m. South Lanarkshire Council have no allocated funds to meet the cost of these contributions.</p> <p>Council budgets are under pressure and they are facing significant increasing demands. This has been heightened at present due to the Council's response to the Covid-19 pandemic.</p> <p>The Council's view is that no funds are available to meet these contributions and that further discussions are required through COSLA on how these significant burdens can be managed.</p> <p>The design of the scheme means it is unlikely that we can rely upon historic insurance cover to help fund our contributions due to the less stringent evidence requirements and lack of liability determination, in comparison to a civil liability claim. Ultimately we are likely to fail to access cover for this purpose despite having bought the insurance policies in good faith to cover abuse and other risks. As a result of this, contributions to the Redress Scheme will place an additional funding pressure on the Council for losses that may otherwise have been insured. South Lanarkshire Council's views is that local authorities should be compensated by the Scottish Government in these circumstances.</p> <p>In the event that contributions do require to be made, the allocation basis requires to be fair and proportionate. We believe the Council is also at risk of further claims being intimated through litigation as a result of the scheme and note that the Council has received a low number of claims to date.</p>

7. Does the FM accurately reflect the margins of uncertainty associated with the Bill's estimated costs and with the timescales over which they would be expected to arise?	Yes, this seems reasonable, however as stated above, there is no comment on the basis of contributions from local government and others
Wider Issues	
8. Do you believe that the FM reasonably captures any costs associated with the Bill? If not, which other costs might be incurred and by whom?	The main areas of expenditure have been documented.
9. Do you believe that there may be future costs associated with the Bill, for example through subordinate legislation? If so, is it possible to quantify these costs?	Yes, but this is not known at present

