



Council Offices, Almada Street
Hamilton, ML3 0AA

Dear Councillor

Community and Enterprise Resources Committee

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

Date: Tuesday, 19 March 2019

Time: 14:00

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

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

Members are reminded to bring their fully charged tablets to the meeting

Yours sincerely

Lindsay Freeland
Chief Executive

Members

John Anderson (Chair), Isobel Dorman (Depute Chair), John Ross (ex officio), Maureen Chalmers, Gerry Convery, Margaret Cooper, Peter Craig, Joe Fagan, George Greenshields, Graeme Horne, Ann Le Blond, Martin Lennon, Hugh Macdonald, Monique McAdams, Ian McAllan, Kenny McCreary, Mark McGeever, Davie McLachlan, Lynne Nailon, Richard Nelson, Mo Razzaq, Graham Scott, Collette Stevenson, Margaret B Walker, David Watson, Josh Wilson

Substitutes

Alex Allison, Jackie Burns, Stephanie Callaghan, Margaret Cowie, Maureen Devlin, Mary Donnelly, Fiona Dryburgh, Allan Falconer, Eric Holford, Mark Horsham, Colin McGavigan, Jim McGuigan, Jim Wardhaugh, Jared Wark

BUSINESS

1 Declaration of Interests

- 2 **Minute of Previous Meeting** 5 - 14
Minutes of the meeting of the Community and Enterprise Resources Committee held on 22 January 2019 submitted for approval as a correct record. (Copy attached)

Monitoring Item(s)

- 3 **Community and Enterprise Resources - Revenue Budget Monitoring 2018/2019** 15 - 24
Joint report dated 13 February 2019 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources). (Copy attached)
- 4 **Community and Enterprise Resources - Capital Budget Monitoring 2018/2019** 25 - 28
Joint report dated 11 March 2019 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources). (Copy attached)
- 5 **Community and Enterprise Resources - Workforce Monitoring - November 2018 to January 2019** 29 - 34
Joint report dated 12 February 2019 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources). (Copy attached)

Item(s) for Decision

- 6 **Scottish Government Vacant and Derelict Land Fund Programme 2019/2020** 35 - 40
Report dated 19 February 2019 by the Executive Director (Community and Enterprise Resources). (Copy attached)
- 7 **Strathaven Conservation Area Regeneration Scheme (CARS) - Grant Application** 41 - 44
Report dated 19 February 2019 by the Executive Director (Community and Enterprise Resources). (Copy attached)
- 8 **Community Benefit Funds - Renewable Energy Fund - Grant Applications** 45 - 48
Report dated 20 February 2019 by the Executive Director (Community and Enterprise Resources). (Copy attached)
- 9 **Proposal for Food Growing Strategy 2020 to 2025** 49 - 52
Report dated 25 February 2019 by the Executive Director (Community and Enterprise Resources). (Copy attached)
- 10 **Licensing of Mobile Home Sites with Permanent Residents** 53 - 60
Report dated 22 February 2019 by the Executive Director (Community and Enterprise Resources). (Copy attached)

Item(s) for Noting

11 Purchase of Permanently Mounted Gritters (PMGs) and new Hire Arrangements 61 - 64

Report dated 20 February 2019 by the Executive Director (Community and Enterprise Resources). (Copy attached)

12 Proposed Closure of HMRC Office, East Kilbride - Economic Impact Assessment 65 - 84

Report dated 19 February 2019 by the Executive Director (Community and Enterprise Resources). (Copy attached)

Urgent Business

13 Urgent Business

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

For further information, please contact:-

Clerk Name: Joyce McDonald

Clerk Telephone: 01698 454521

Clerk Email: joyce.mcdonald@southlanarkshire.gov.uk

COMMUNITY AND ENTERPRISE RESOURCES COMMITTEE

2

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 22 January 2019

Chair:

Councillor John Anderson

Councillors Present:

Councillor Alex Allison (*substitute for Councillor Lynne Nailon*), Councillor John Anderson, Councillor Stephanie Callaghan (*substitute for Councillor Hugh Macdonald*), Councillor Maureen Chalmers, Councillor Gerry Convery, Councillor Margaret Cooper, Councillor Peter Craig, Councillor Mary Donnelly (*substitute for Councillor Graeme Horne*), Councillor Isobel Dorman, Councillor Joe Fagan, Councillor George Greenshields, Councillor Mark Horsham (*substitute for Councillor Collette Stevenson*), Councillor Ann Le Blond, Councillor Monique McAdams, Councillor Kenny McCreary, Councillor Mark McGeever, Councillor Davie McLachlan, Councillor Mo Razzaq, Councillor Graham Scott, Councillor Margaret B Walker, Councillor Jared Wark, Councillor David Watson, Councillor Josh Wilson

Councillors' Apologies:

Councillor Graeme Horne, Councillor Martin Lennon, Councillor Hugh Macdonald, Councillor Ian McAllan, Councillor Lynne Nailon, Councillor John Ross, Councillor Collette Stevenson

Attending:

Community and Enterprise Resources

M McGlynn, Executive Director; S Clelland, Head of Fleet and Environmental Services; P Elliott, Head of Planning and Economic Development; H Gourichon, Policy Officer, Food Development; G Mackay, Head of Roads and Transportation Services; A McKinnon, Head of Facilities, Waste and Ground Services

Finance and Corporate Resources

N Docherty, Administration Assistant; L Harvey, Finance Manager; H Lawson, Legal Services Manager; J McDonald, Administration Adviser; E McPake, Human Resources Business Partner; L O'Hagan, Finance Manager (Strategy)

Opening Remarks

Councillor Convery referred to the death of a Community and Enterprise Resources' colleague and, as a mark of respect, a minute's silence was observed.

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Community and Enterprise Resources Committee held on 30 October 2018 were submitted for approval as a correct record.

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

3 Community and Enterprise Resources - Revenue Budget Monitoring 2018/2019

A joint report dated 27 December 2018 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted comparing actual expenditure at 9 November 2018 against budgeted expenditure for 2018/2019 for Community and Enterprise Resources.

Details were provided on proposed budget virements in respect of Community and Enterprise Resources to realign budgets.

Councillor Allison requested an update in relation to:-

- ◆ the costs associated with a food safety case
- ◆ the current position at South Lanarkshire Leisure and Culture

In response, the Executive Director (Community and Enterprise Resources) provided an update on both matters.

The Committee decided:

- (1) that the underspend on the Community and Enterprise Resources' revenue budget of £0.300 million and the forecast to 31 March 2019 of a breakeven position be noted; and
- (2) that the budget virements, as detailed in Appendices B to F of the report, be approved.

[Reference: Minutes of 30 October 2018 (Paragraph 3)]

4 Community and Enterprise Resources - Capital Budget Monitoring 2018/2019

A joint report dated 20 December 2018 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted advising of progress on the Community and Enterprise Resources' capital programme 2018/2019 and summarising the expenditure position at 9 November 2018.

The Committee decided: that the report be noted.

[Reference: Minutes of 30 October 2018 (Paragraph 4)]

5 Community and Enterprise Resources - Workforce Monitoring – September to November 2018

A joint report dated 12 December 2018 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the following employee information for Community and Enterprise Resources for the period September to November 2018:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers
- ◆ Staffing Watch as at 8 September 2018

The Committee decided: that the report be noted.

[Reference: Minutes of 30 October 2018 (Paragraph 5)]

6 Community and Enterprise Resource Plan 2018/2019 – Quarter 2 Progress Report

A report dated 5 November 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the Community and Enterprise Resource Plan 2018/2019 in relation to the actions and measures within the Resource.

Details were provided on progress made at the end of quarter 2, covering the period 1 April to 30 September 2018, in implementing the actions and measures identified in the Resource Plan.

The Committee decided: that the report be noted.

[Reference: Minutes of the Executive Committee of 26 September 2018 (Paragraph 9)]

7 Centenary Fields Site Nomination

A report dated 27 December 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the Council's participation in the Centenary Fields programme.

The Council had been approached by Centenary Fields, which was launched in 2014 by Fields in Trust President, The Duke of Cambridge, who worked in partnership with Poppyscotland and the Royal British Legion. Fields in Trust was a British charity which protected parks and green spaces and promoted the cause for accessible spaces for play, sports and recreation in British cities and towns.

The charity aimed to protect at least one green space in every local authority area across England, Wales, Scotland and Northern Ireland to commemorate the centenary of World War 1 (WW1).

Sites, which met the criteria and had links to WW1, had been identified at Crawfordjohn Play Area and Law Recreation Ground, as detailed in the appendices to the report. It was proposed that both sites be nominated to Centenary Fields for consideration for participation in the Centenary Fields programme.

The Committee decided:

- (1) that the sites at Crawfordjohn Play Area and Law Recreation Ground, as detailed in the appendices to the report, be nominated to Centenary Fields for participation in the Centenary Fields programme; and
- (2) that a report be submitted to a future meeting of the Committee advising on the outcome of the evaluation of the nominated sites.

8 Proposal for a Food Strategy 2019 to 2024

A report dated 27 December 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the development of a Food Strategy for the period 2019 to 2024.

Part 9 of the Community Empowerment (Scotland) Act 2015 placed new duties and responsibilities on local authorities in relation to the provision of allotments and food growing opportunities. In addition, the Act required local authorities to prepare local food strategies to support the process of transition towards more sustainable food systems to tackle health, social, economic and environmental challenges related to food.

It was proposed that a Food Strategy for 2019 to 2024 be developed which would include a vision for a sustainable food system for the Council, its partners and its communities. The Strategy would detail the approach to address food related challenges, needs and demands and represented a commitment to address food poverty and food related health issues and to ensure the sustainability of the food system.

The Committee decided: that the proposed plan for the development of a Food Strategy for 2019 to 2024, as detailed in the report, be approved.

[Reference: Minutes of 22 May 2018 (Paragraph 11)]

9 Allotments and Management Rules Update

A report dated 27 December 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the development of further food growing opportunities within South Lanarkshire, including allotment provision and associated rules, regulations and charges.

The Community Empowerment (Scotland) Act 2015 had introduced new rights and responsibilities for local authorities in relation to the provision of allotments and food growing opportunities. Part 9 of the Act placed statutory obligations on local authorities in relation to the provision of allotments which required local authorities to develop allotment site regulations.

To meet the requirements of Part 9 of the Act, revised allotment site rules and regulations, as detailed in Appendix 1 to the report, had been developed which would be implemented with effect from January 2019 to existing and any new allotment sites. In addition, a charging structure had been developed, as detailed in Appendix 2 to the report, which would be implemented with immediate effect to any new allotment sites. Charges for current allotment plot holders at Allers, East Kilbride and Richmond, Rutherglen would be increased in line with the Council's Charging Policy.

The Committee decided:

- (1) that the development of food growing opportunities, including the provision of allotments, within South Lanarkshire be noted;
- (2) that the revised allotment site rules and regulations, as detailed in Appendix 1 to the report, be approved; and
- (3) that the charging structure for allotments, as detailed in Appendix 2 to the report, be approved.

[Reference: Minutes of 21 August 2018 (Paragraph 19)]

10 Renewal of the Council Fairtrade Zone Status

A report dated 9 January 2019 by the Executive Director (Community and Enterprise Resources) was submitted on a proposal to renew the Council's Fairtrade Zone status.

Fairtrade was an alternative approach to conventional trade between developing and developed countries to promote responsible trade. The principles of Fairtrade included:-

- ◆ payment of a fair price to producers as well as a premium to improve their social, economic and environmental conditions
- ◆ transparent commercial relationships
- ◆ good working conditions
- ◆ no child labour, no forced labour and no discrimination, including gender equity
- ◆ conservation and preservation of the environment

The Council had continued to demonstrate its commitment to Fairtrade by using Fairtrade products in many of its catering outlets and school catering facilities and supporting other towns to achieve Fairtrade status. However, the Council's Fairtrade Zone status had expired and it was proposed that an application be submitted to the Fairtrade Foundation to renew the status on the basis of the criteria detailed in the report.

The Committee decided:

- (1) that the submission of an application to the Fairtrade Foundation to renew the Council's Fairtrade Zone status, as detailed in the report, be approved; and
- (2) that a report be submitted to a future meeting of the Committee on the outcome of the application.

[Reference: Minutes of 21 August 2018 (Paragraph 9)]

11 Public Convenience Comfort Scheme Pilot

A report dated 27 December 2018 by the Executive Director (Community and Enterprise Resources) was submitted on a proposed Public Convenience Comfort Scheme pilot.

A Public Convenience Comfort Scheme involved a local business providing public access to its toilet facilities at no cost, regardless of whether the person was a customer or not. In exchange, the business would receive an annual payment from the Council for doing so.

To evaluate the potential benefit and local interest in the provision of local public conveniences, it was proposed that a Public Convenience Comfort Scheme be piloted in Lanark for a 12 month period.

Councillor Cooper requested clarification on the selection of Lanark to participate in the Public Convenience Comfort Scheme pilot. She suggested that participation in the Scheme be extended to other towns in consultation with Community Councils and Community Groups.

Following discussion, Councillor Cooper, seconded by Councillor Greenshields, moved as an amendment that a report be submitted to the next meeting of the Committee outlining how the Scheme could be extended to other towns and how businesses and communities could become involved in the Scheme.

In response, the Executive Director (Community and Enterprise Resources) advised that, to allow initial consideration of the pilot Scheme, it would perhaps be more appropriate to submit a report to the Committee following the summer recess.

Having heard the explanation by the Executive Director (Community and Enterprise Resources), Councillor Cooper withdrew her amendment. Councillor Greenshields concurred with this.

The Committee decided:

- (1) that a Public Convenience Comfort Scheme be piloted in Lanark for a 12 month period and a report on the outcome from the pilot be submitted to a future meeting of the Committee; and
- (2) that a report detailing how other towns, businesses and communities could become involved in the Public Convenience Comfort Scheme be submitted to a meeting of the Committee following the summer recess period.

12 Parking Demand Management Review (PDMR)

A report dated 23 December 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the Parking Demand Management Review (PDMR).

Parking demand management measures were complex, sensitive and challenging and, to meet the demands, differing approaches were in place throughout the South Lanarkshire area. It was considered appropriate to undertake a review of parking demand management on a phased basis as follows:-

- ◆ Phase 1 – Hamilton Town Centre and surrounding area
- ◆ Phase 2 – East Kilbride Town Centre and surrounding area
- ◆ Phase 3 – Lanark, Cambuslang, Rutherglen, Strathaven, Blantyre, Larkhall, Biggar and Carluke

The inclusion of Hamilton Town Centre in Phase 1 of the review reflected the commitment within the Hamilton Town Centre Plan to review parking management. The review would consider:-

- ◆ the principles of car park charges as a demand management tool
- ◆ appropriate level of charging
- ◆ extent of on-street, off-street public parking and Residents' Parking Permit Zones
- ◆ preferential parking initiatives
- ◆ comparison of neighbouring/similar town centres across Scotland
- ◆ consistency across public/private sector
- ◆ impact of parking charges on the economic vitality of a town
- ◆ innovation/technology opportunities
- ◆ consultation/view from businesses, traders and residents

It was proposed that external consultants be commissioned to undertake Phase 1 of the review of Parking Demand Management, as detailed in the report.

The estimated costs associated with the first phase of the review of £30,000 were subject to approval by the Finance and Corporate Resources Committee.

Discussion took place in relation to parking and Councillor Razzaq referred to the parking situation at Station Road, Blantyre. In response, the Head of Roads and Transportation Services explained that this would be considered within the Review of Residents' Parking Zones.

Councillor Anderson, seconded by Councillor Dorman, moved that the recommendation in the report be approved. Councillor Convery, seconded by Councillor Razzaq, moved as an amendment that options to address residential parking pressures at Station Road, Blantyre be considered as part of the Phase 1 review of Parking Demand Management.

On a vote being taken by a show of hands, 15 members voted for the amendment. Having noted that this was a majority of those present, the Chair declared the amendment carried.

The Committee decided:

- (1) that the Phase 1 review of Parking Demand Management, as detailed in the report, be approved, in principle, subject to the funding being approved by the Finance and Corporate Resources Committee; and
- (2) that the options to address residential parking pressures at Station Road, Blantyre be considered as part of the Phase 1 review of Parking Demand Management.

[Reference: Minutes of 21 August 2018 (Paragraph 13)]

Councillor Watson left the meeting during this item of business

13 East Kilbride Taskforce – Update and Financial Support

A report dated 31 December 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the recruitment of a Project Development Manager to deliver the objectives of the East Kilbride Taskforce.

It was proposed that the recruitment of a post of Project Development Manager for a fixed period of 2 years be progressed by appropriate members of the Taskforce on the basis of the following commitment by partner organisations:-

- ◆ Lanarkshire Enterprises Services Limited would be the employing organisation for the Project Development Manager and provide necessary support
- ◆ the provision of £30,000 per annum by Scottish Enterprise towards the costs of the post
- ◆ the provision of £20,000 per annum by South Lanarkshire College and an office base within the College

In addition, the Council would provide funding of £30,000 per annum for a 2 year period and funding would be sought from Zero Waste Scotland and Scottish Power Electricity Network.

Councillor Convery requested clarification of the membership of the East Kilbride Taskforce. In response, the Chair provided confirmation of the membership.

Councillor Anderson, seconded by Councillor Dorman, moved that the recommendations in the report be approved. Councillor Convery, seconded by Councillor Fagan, moved as an amendment that consideration be given to the membership of the East Kilbride Taskforce being extended to include representation from an East Kilbride Labour Group Councillor.

On a vote being taken by a show of hands, 18 members voted for the amendment. Having noted that this was a majority of those present, the Chair declared the amendment carried.

The Committee decided:

- (1) that the recruitment of a Project Development Manager, on the terms and conditions detailed in the report, to deliver the objectives of the East Kilbride Taskforce, be approved; and
- (2) that consideration be given to the membership of the East Kilbride Taskforce being extended to include representation from an East Kilbride Labour Group Councillor.

Councillors McLachlan and Wilson left the meeting during this item of business

14 New Enterprise Agency for South of Scotland – South of Scotland Enterprise Bill

A report dated 3 January 2019 by the Executive Director (Community and Enterprise Resources) was submitted on the Scottish Government's consultation on the establishment of a South of Scotland Enterprise Agency (SOSE).

The Scottish Government had made a commitment that an Enterprise Agency for the South of Scotland be established to drive the economy forward with growth that created opportunities for all and, in that respect, had issued a consultation document seeking views from local authorities in relation to the South of Scotland Enterprise Bill.

Responses to the consultation were to be submitted to the Scottish Government by 7 January 2019 and the Council's response to the consultation, as detailed in the report, had been submitted to the Scottish Government by the deadline, subject to Committee approval.

The Committee decided: that the Council's response to the Scottish Government's consultation on the South of Scotland Enterprise Bill, as detailed in the report, be approved.

15 Update on the Community and Enterprise Resources' Risk Register and Risk Control Action Plan

A report dated 27 December 2018 by the Executive Director (Community and Enterprise Resources) was submitted on:-

- ◆ systems and controls in place within Community and Enterprise Resources to control and minimise risks
- ◆ details of Community and Enterprise Resources' current Risk Control Register

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

The risks were scored in accordance with the Council's scoring mechanism which scored risks based on likelihood and impact of risk. This resulted in risks being scored between 1 to 9 (low to high). Risks were scored on their inherent risk (risk if nothing was done) and their residual risk (risk after applying controls).

The Risk Register for the Resource had been developed and was monitored on a quarterly basis to add new risks and to review the score of existing risks. The Register was maintained within Internal Audit and updated by designated officers within Community and Enterprise Resources.

Details of all risks which had scored 7 to 9 were provided in the appendix to the report.

The Committee decided: that the systems and controls in place to monitor risks within Community and Enterprise Resources be noted.

[Reference: Minutes of 12 December 2017 (Paragraph 14)]

16 Community and Enterprise Resources – Notification of Contracts Awarded – 1 April to 30 September 2018

A report dated 30 November 2018 by the Executive Director (Community and Enterprise Resources) was submitted on contracts awarded by Community and Enterprise Resources in the period 1 April to 30 September 2018.

In terms of Standing Order Nos 21.8 and 22.5 of the Standing Orders on Contracts, Resources were required to notify the relevant Committee of contracts awarded. Details of the contracts awarded by Community and Enterprise Resources were provided in the appendices to the report.

The Committee decided: that the report be noted.

[Reference: Minutes of 22 May 2018 (Paragraph 15)]

17 Urgent Business

There were no items of urgent business.

Report

3

Report to: **Community and Enterprise Resources Committee**
 Date of Meeting: **19 March 2019**
 Report by: **Executive Director (Finance and Corporate Resources)**
Executive Director (Community and Enterprise Resources)

Subject: **Community and Enterprise Resources - Revenue Budget Monitoring 2018/2019**

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 2018 to 1 February 2019 for Community and Enterprise Resources
- ◆ provide a forecast for the year to 31 March 2019.

2. Recommendation(s)

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

- (1) that the forecast to 31 March 2019 of an underspend of £0.730m before transfers to reserves, as detailed in Appendix A of the report, and the forecast after transfers to reserves of £0.333m, be noted;
- (2) that an underspend of £1.026m as at 1 February 2019, as detailed in Appendix A of the report, and the underspend of £0.629m, after transfers to reserves, be noted;
- (3) that the use of the projected underspend to support the under recovery in the targeted surplus within the Resources' Trading Operations resulting in an overspend of £0.508 million for the Resource be noted; and
- (4) that the proposed budget virements, as detailed in appendices B to F of the report, be approved.

3. Background

- 3.1. This is the fourth revenue budget monitoring report presented to the Community and Enterprise Resources Committee for the financial year 2018/2019.
- 3.2. The Resource has completed its formal probable outturn exercise for the year. This exercise identifies the expected spend to the 31 March 2019. Details are included in section 5.
- 3.3. The report details the financial position for Community and Enterprise Resources in appendix A and the individual services' reports in appendices B to F, including variance explanation.

4. Employee Implications

4.1. None

5. Financial Implications

- 5.1. **Probable Outturn:** Following the Council's formal Probable Outturn exercise, the Resource position before any transfers to reserves is an underspend of £0.730 million.
- 5.2. The Resource is proposing transfers to reserves totalling £0.397 million. These have been approved by Executive Committee on 13 February 2019, and take the reported position **after transfers** to reserves to an underspend of £0.333 million. The underspend will be used to support the under recovery in the targeted surplus within Fleet Trading Operation of (£0.816) million and Roads Trading (£0.025) resulting in an overspend of £0.508 million for the Resource. The transfers and the overall position are detailed in Appendix A.
- 5.3 As reported at the last committee, the outturn position includes legal costs associated with compensation paid for the court case on food safety (£0.254m) and financial pressures within SLL&C (£0.400m). This will continue to be monitored over the remainder of the financial year.
- 5.4. **Position as 1 February 2019:** Appendix A shows the position as at 1 February 2019, being a £1.026 million underspend against the phased budget. This is the position **before** transfers to reserves. For detailed variance explanations of the underspend, please refer to Appendices B to F. The underspend is currently being used to support the under recovery against the targeted surplus within Fleet Trading of (£0.797) million and Roads Trading (£0.023) million.
- 5.5. The Resource position as at 1 February 2019 **after** transfers to reserves are taken into account, is an underspend of £0.629 million. The position as at 1 February does not take into account the potential financial pressure within South Lanarkshire Leisure and Culture, however this has been reflected in the Resource's outturn forecast for the year.
- 5.6. The Resource position as at 1 February 2019 as outlined in Appendix A reflects transfers to reserves, as detailed in Appendices B to F.
- 5.7. Virements are proposed to realign budgets across budget categories and with other Resources. These movements are detailed in appendices B to F of this report.

6. Other Implications

- 6.1. 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.
- 6.2 There are no implications for sustainability in terms of the information contained in this report.

7. Equality Impact Assessment and Consultation Arrangements

- 7.1. 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.

- 7.2. 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)

Michael McGlynn
Executive Director (Community and Enterprise Resources)

13 February 2019

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, Effective, Efficient and Transparent

Previous References

- ◆ None

List of Background Papers

- ◆ Financial ledger and budget monitoring results to 1 February 2019.

Contact for Further Information

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

Louise Harvey, Finance Manager

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E-mail: louise.harvey@southlanarkshire.gov.uk

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Community and Enterprise Resources: Period 12 Ended 1 February 2019 (No.12)

Community and Enterprise Resources Summary

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion 01/02/19	Actual BEFORE Transfers 01/02/19	Variance 01/02/19	% Variance 01/02/19	Note
	£000	£000	£000	£000	£000	£000	£000		
Employee Costs	64,889	63,536	1,353	1,353	52,018	50,656	1,362	under	2.6%
Property Costs	4,056	4,055	1	(9)	3,279	3,330	(51)	over	(1.6%)
Supplies & Services	8,277	9,265	(988)	(1,215)	6,170	6,998	(828)	over	(13.4%)
Transport & Plant	7,993	8,141	(148)	(148)	6,036	6,080	(44)	over	(0.7%)
Administration Costs	704	1,165	(461)	(461)	613	907	(294)	over	(48.0%)
Payments to Other Bodies	8,235	8,712	(477)	(537)	7,272	7,753	(481)	over	(6.6%)
Payments to Contractors	55,930	56,036	(106)	(206)	46,489	46,288	201	under	0.4%
Transfer Payments	563	563	0	0	563	563	0	-	0.0%
Financing Charges	182	158	24	24	140	111	29	under	20.7%
Total Controllable Exp.	150,829	151,631	(802)	(1,199)	122,580	122,686	(106)	over	(0.1%)
Total Controllable Inc.	(34,825)	(36,357)	1,532	1,532	(25,234)	(26,366)	1,132	over recovered-	4.5%
Net Controllable Exp.	116,004	115,274	730	333	97,346	96,320	1,026	under	1.1%
Transfer to Reserves (as at 01/02/19)					-	397	(397)	over	
Position After Transfers to Reserves (as at 01/02/19)					97,346	96,717	629	under	0.6%

Variance Explanations

Detailed in Appendix B to F.

Budget Virements

Budget virements are shown in Appendices B to F.

Transfers to Reserves

Detailed in Appendix B to F

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Community and Enterprise Resources: Period 12 Ended 1 February 2019 (No.12)

Facilities, Streets and Waste (including Support)

Budget Category	Annual Budget £000	Forecast for Year BEFORE Transfers £000	Annual Forecast Variance BEFORE Transfers £000	Annual Forecast Variance AFTER Transfers £000	Budget Proportion 01/02/19 £000	Actual BEFORE Transfers 01/02/19 £000	Variance 01/02/19 £000		% Variance 01/02/19	Note
Employee Costs	50,427	49,692	735	735	40,477	39,809	668	under	1.7%	1,a,b,c
Property Costs	2,502	2,512	(10)	(20)	2,093	2,147	(54)	over	(2.6%)	2,a
Supplies & Services	6,412	7,342	(930)	(1,105)	4,911	5,669	(758)	over	(15.4%)	3,c
Transport & Plant	7,564	7,474	90	90	5,668	5,548	120	under	2.1%	4,a
Administration Costs	266	359	(93)	(93)	213	291	(78)	over	(36.6%)	5
Payments to Other Bodies	30	31	(1)	(1)	30	30	0	-	0.0%	
Payments to Contractors	14,393	14,637	(244)	(344)	12,634	12,766	(132)	over	(1.0%)	6,a,c
Transfer Payments	0	0	0	0	0	0	0	-	n/a	
Financing Charges	85	68	17	17	56	44	12	under	21.4%	
Total Controllable Exp.	81,679	82,115	(436)	(721)	66,082	66,304	(222)	over	(0.3%)	
Total Controllable Inc.	(17,625)	(18,166)	541	541	(15,636)	(15,931)	295	over recovered	1.9%	7,b,c
Net Controllable Exp.	64,054	63,949	105	(180)	50,446	50,373	73	under	0.1%	
Transfer to Reserves (as at 01/02/19)					-	285	(285)	over		
Position After Transfers to Reserves (as at 01/02/19)					50,446	50,658	(212)	over	(0.4%)	

Variance Explanations

- The underspend is mainly due to vacancies within the service due to turnover and timing of recruitment, partially offset by overtime costs.
- The overspend relates to rates associated with a former civic amenity site, Muttonhole Road.
- The overspend is mainly due to a higher level of bin purchases than budgeted within Waste Services and the purchase of catering and cleaning equipment within Facilities.
- The underspend relates to leasing costs being less than budget within Streets, partially offset by higher than budgeted vehicle maintenance and fuel costs within Waste, plant repairs, return conditions and fuel within Grounds..
- The overspend is mainly due to the printing of Recycling/Blue Bin Campaign Flyers and medical costs being higher than budgeted.
- The overspend is mainly due to the additional service requests which are capital in nature within Grounds. This is offset by an over recovery of Income.
- The over recovery of income relates to the sale of bins, scrap and clearances being greater than budget within Waste Services and additional service requests of a capital nature within Grounds. These over recoveries are partially offset by lower than budgeted cash income from school meals and service movements mainly within the Concierge service.

Budget Virements

- Transfer from reserves in respect of commitment for St Kentigerns (Grounds); Waste Disposal, vehicle repair (Waste) and Food Development Officer (Support). Net Effect £1,041.m: Employee Costs £0.020m, Property Costs £0.004m, Transport and Plant £0.022m, Payment to Contractor £0.995m.
- Transfer budget to Education in respect of ASN transport staffing from Support. Net Effect (£0.000m): Employee Costs (£0.069m), Income £0.069m.
- Realignment of budgets to reflect service delivery. Net effect £0.000m: Employee Costs (£0.202m), Supplies & Services (£0.028m), Payment to Contractor £0.070m, Income £0.160m.

Transfers to Reserves (£0.285m):

- New initiative in Lanark - Comfort Scheme (£0.010m)
- Provision for new catering cashless system (£0.175m)
- Crematorium Sinking Fund (£0.050m)
- New Shelter for Crematorium (£0.050m)

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Community and Enterprise Resources: Period 12 Ended 1 February 2019 (No.12)

Environmental (Inc Projects)

Budget Category	Annual Budget £000	Forecast for Year BEFORE Transfers £000	Annual Forecast Variance BEFORE Transfers £000	Annual Forecast Variance AFTER Transfers £000	Budget Proportion 01/02/19 £000	Actual BEFORE Transfers 01/02/19 £000	Variance 01/02/19 £000		% Variance 01/02/19	Note
Employee Costs	3,728	3,498	230	230	2,983	2,788	195	under	6.5%	1
Property Costs	12	17	(5)	(5)	11	14	(3)	over	(27.3%)	
Supplies & Services	239	249	(10)	(62)	166	165	1	under	0.6%	a
Transport & Plant	131	111	20	20	113	98	15	under	13.3%	
Administration Costs	66	331	(265)	(265)	62	260	(198)	over	(319.4%)	2,a
Payments to Other Bodies	218	231	(13)	(13)	178	158	20	under	11.2%	
Payments to Contractors	746	765	(19)	(19)	535	616	(81)	over	(15.1%)	3,a
Transfer Payments	0	0	0	0	0	0	0	-	n/a	
Financing Charges	24	17	7	7	18	12	6	under	33.3%	
Total Controllable Exp.	5,164	5,219	(55)	(107)	4,066	4,111	(45)	over	(1.1%)	
Total Controllable Inc.	(1,201)	(1,337)	136	136	(847)	(963)	116	over recovered	13.7%	4
Net Controllable Exp.	3,963	3,882	81	29	3,219	3,148	71	under	2.2%	
Transfer to Reserves (as at 01/02/19)					-	52	(52)	over		
Position After Transfers to Reserves (as at 01/02/19)					3,219	3,200	19	under	0.6%	

Variance Explanations

1. This underspend is mainly due to vacancies within the service and timing of recruitment.
2. This overspend is mainly due to compensation costs in respect of the food safety court case.
3. The overspend is due to the cost of clinical waste, which is demand led, offset by an over recovery of income and by an under spend within Projects for property related works.
4. The underspend is mainly due to income recovered from Housing & Technical Resources for the removal of clinical waste.

Budget Virements

- a. Realignment of budgets to reflect service delivery (Projects). Net effect £0.000m: Supplies & Services £0.039m, Administration (£0.0010m), Payment to Contractor (£0.029m).

Transfers to Reserves (£0.052m):

- i. Upgrade of Environmental Flare System (£0.052m)

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Community and Enterprise Resources: Period 12 Ended 1 February 2019 (No.12)

Leisure and Culture

Budget Category	Annual Budget £000	Forecast for Year BEFORE Transfers £000	Annual Forecast Variance BEFORE Transfers £000	Annual Forecast Variance AFTER Transfers £000	Budget Proportion 01/02/19 £000	Actual BEFORE Transfers 01/02/19 £000	Variance 01/02/19 £000		% Variance 01/02/19	Note
Employee Costs	4	5	(1)	(1)	3	4	(1)	over	(33.3%)	
Property Costs	239	200	39	39	228	188	40	under	17.5%	1
Supplies & Services	0	0	0	0	0	1	(1)	over	n/a	
Transport & Plant	0	0	0	0	0	0	0	-	n/a	
Administration Costs	8	8	0	0	8	8	0	-	0.0%	
Payments to Other Bodies	80	88	(8)	(8)	16	16	0	-	0.0%	
Payments to Contractors	18,571	18,970	(399)	(399)	17,869	17,869	0	-	0.0%	
Transfer Payments	0	0	0	0	0	0	0	-	n/a	
Financing Charges	0	0	0	0	0	0	0	-	n/a	
Total Controllable Exp.	18,902	19,271	(369)	(369)	18,124	18,086	38	under	0.2%	
Total Controllable Inc.	0	(2)	2	2	0	(1)	1	over recovered	n/a	
Net Controllable Exp.	18,902	19,269	(367)	(367)	18,124	18,085	39	under	0.2%	
Transfer to Reserves (as at 01/02/19)					-	-	-	-		
Position After Transfers to Reserves (as at 01/02/19)					18,124	18,085	39	under	0.2%	

Variance Explanations

- The underspend is due to lower than anticipated service charge for East Kilbride ice rink and other property costs.

Budget Virements

No budget virements.

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Community and Enterprise Resources: Period 12 Ended 1 February 2019 (No.12)

Planning and Economic Development

Budget Category	Annual Budget £000	Forecast for Year BEFORE Transfers £000	Annual Forecast Variance BEFORE Transfers £000	Annual Forecast Variance AFTER Transfers £000	Budget Proportion 01/02/19 £000	Actual BEFORE Transfers 01/02/19 £000	Variance 01/02/19 £000		% Variance 01/02/19	Note
Employee Costs	4,753	4,760	(7)	(7)	3,794	3,765	29	under	0.8%	1
Property Costs	640	660	(20)	(20)	418	437	(19)	over	(4.5%)	2,b
Supplies & Services	81	91	(10)	(10)	75	90	(15)	over	(20.0%)	
Transport & Plant	29	37	(8)	(8)	25	32	(7)	over	(28.0%)	
Administration Costs	85	137	(52)	(52)	79	94	(15)	over	(19.0%)	c
Payments to Other Bodies	2,549	2,614	(65)	(125)	1,736	1,798	(62)	over	(3.6%)	3
Payments to Contractors	6,292	6,293	(1)	(1)	5,555	5,555	0	-	0.0%	A
Transfer Payments	0	0	0	0	0	0	0	-	n/a	
Financing Charges	33	30	3	3	27	25	2	under	7.4%	
Total Controllable Exp.	14,462	14,622	(160)	(220)	11,709	11,796	(87)	over	(0.7%)	
Total Controllable Inc.	(11,504)	(11,939)	435	435	(5,833)	(6,106)	273	over recovered	4.7%	4,a,b
Net Controllable Exp.	2,958	2,683	275	215	5,876	5,690	186	under	3.2%	
Transfer to Reserves (as at 01/02/19)					-	60	(60)	over		
Position After Transfers to Reserves (as at 01/02/19)					5,876	5,750	126	under	2.1%	

Variance Explanations

1. This underspend reflects the timing of staff recruitment and vacancies.
2. This over spend relates to bad debt write off for irrecoverable costs.
3. The over spend is mainly due to increased security costs for Christmas switch on events.
4. The over recovery reflects income from building warrants as a result of increased fees.

Budget Virements

- a. Creation of temporary budget to support restoration costs at Brokenscross and Mainhill. Net effect: £0.000m: Payment to Contractors £1.640m, Income (£1.640m)
- b. Create budget to reflect rental income and transfer of funding from Finance & Corporate Resources in relation to managed properties. Net Effect £0.000m: Property costs £0.614m, Income (£0.614m)
- c. Transfer from reserves for legal expenses. Net Effect £0.018m: Administration costs £0.018m.

Transfers to Reserves (£0.060m):

- i. East Kilbride Task Force (£0.060m)

SOUTH LANARKSHIRE COUNCIL
Revenue Budget Monitoring Report

Community and Enterprise Resources: Period 12 Ended 1 February 2019 (No.12)

Roads Total

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion 01/02/19	Actual BEFORE Transfers 01/02/19	Variance 01/02/19		% Variance 01/02/19	Note
	£000	£000	£000	£000	£000	£000	£000			
Employee Costs	5,977	5,581	396	396	4,761	4,290	471	under	9.9%	1
Property Costs	663	666	(3)	(3)	529	544	(15)	over	(2.8%)	
Supplies & Services	1,545	1,583	(38)	(38)	1,018	1,073	(55)	over	(5.4%)	2
Transport & Plant	269	519	(250)	(250)	230	402	(172)	over	(74.8%)	3
Administration Costs	279	330	(51)	(51)	251	254	(3)	over	(1.2%)	
Payments to Other Bodies	5,358	5,748	(390)	(390)	5,312	5,751	(439)	over	(8.3%)	4
Payments to Contractors	15,928	15,371	557	557	9,896	9,482	414	under	4.2%	5, a,b,c
Transfer Payments	563	563	0	0	563	563	0	-	0.0%	
Financing Charges	40	43	(3)	(3)	39	30	9	under	23.1%	
Total Controllable Exp.	30,622	30,404	218	218	22,599	22,389	210	under	0.9%	
Total Controllable Inc.	(4,495)	(4,913)	418	418	(2,918)	(3,365)	447	over recovered	15.3%	6
Net Controllable Exp.	26,127	25,491	636	636	19,681	19,024	657	under	3.3%	
Transfer to Reserves (as at 01/02/19)					-	-	-			
Position After Transfers to Reserves (as at 01/02/19)					19,681	19,024	657	under	3.3%	

Variance Explanations

1. This under spend mainly relates to employee turnover within the service.
2. This over spend mainly relates to price increases for electrical power within street lighting.
3. The over spend is due to hire costs for gritters and is offset by an underspend in payment to contractors (see Note 5 below)
4. The over spend is mainly due to weather forecasting costs, which are partially offset by an over recovery of income.
5. The under spend is offset by an overspend in hire costs for gritters within Transport & Plant (see Note 3 above).
6. The over recovery is the net effect of greater income recovered from other Councils in respect of recovery of weather forecasting costs partially offset by reduced income from car parks.

Budget Virements

- a. Creation of temporary budget to support Carriageway Repairs funded from Roads Construction Consent income. Net Effect £0.000m: Payment to Contractors £0.600m, Income (£0.600m).
- b. Transfer from reserves to support carriageway repairs. Net Effect £0.200m: Payment to Contractors £0.200m
- c. Transfer of Street Lighting loan charges. Net Effect (£0.720m): Payment to Contractors (£0.720m).

Report

4

Report to:	Community and Enterprise Resource Committee
Date of Meeting:	19 March 2019
Report by:	Executive Director (Finance and Corporate Resources) Executive Director (Community and Enterprise Resources)

Subject:	Community and Enterprise Resources - Capital Budget Monitoring 2018/2019
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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 Community and Enterprise Resources for the period 1 April 2018 to 1 February 2019.

2. Recommendation(s)

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

- (1) that the Community and Enterprise Resources' capital programme of £35.819 million and expenditure to date of £23.320 million be noted.

3. Background

3.1. This is the fourth capital monitoring report presented to the Community and Enterprise Resources Committee for the financial year 2018/2019.

3.2. The budget reflects the approved programme for the year (Executive Committee, 28 February 2018), exceptions approved during 2017/2018 and monies carried forward for projects from 2017/2018. It also includes budget adjustments approved by the Executive Committee during 2018/2019 up to and including its meeting on 13 March 2019.

3.3. The report details the financial position for Community and Enterprise Resources in total in Appendix A.

4. Employee Implications

4.1. None

5. Financial Implications

5.1. The total capital programme for Community and Enterprise Resources for 2018/2019 is £35.819 million.

5.2. 2018/2019 Outturn

Work has been ongoing to clarify the predicted spend position for this financial year and current estimates from Community and Enterprise Resources suggest an outturn of £32.987 million. This is an underspend of £2.832 million and relates to project savings and changes to the timing of spend and these are detailed in sections 5.3. to 5.6. below:

- 5.3. A saving of £0.389 million is anticipated in the Roads Improvement Programme (Rutherglen and Cambuslang Area) which will be carried forward into next year.
- 5.4. Negotiations around the purchase of land are not expected to conclude this year but will continue into next financial year for the Lanark Park and Ride project, resulting in the additional funding award from SPT unable to be utilised (£0.300 million). Timescales for the contract award resulted in the Traffic Signal project at Caird Street/Bothwell Road (£0.316 million) commencing in late February 2019. £0.181 million of this underspend is funded by SPT and will not be utilised this year. Initial discussions with SPT have indicated that any underspends on SPT funded projects will be considered for continued support next financial year.
- 5.5. The outturn also reflects savings achieved through mini tender exercises on a number of park and ride and transport studies (£0.080 million). These projects have been tendered under budget with any unspent allocation to be returned to funding providers (SPT/Sustrans).
- 5.6. Underspends on projects were also noted where timing of spend means the budget is required next year including Demolition Programme (£0.143 million), Upgrades to Community Infrastructure (£0.090m), Hamilton International Technology Park (£0.375 million) and Vacant and Derelict Land projects (£0.233 million).
- 5.7. 2018/2019 Monitoring
Anticipated spend to date was £27.804 million, and £23.320 million has been spent. This represents spend of £4.484 million behind profile. This is mainly due to timing of spend within Roads Services (£3.2 million) of which £2.4 million relates to the Roads Improvement Programme and Roads Refurbishment projects, primarily as a result of the movements detailed at sections 5.3. to 5.6. above.

6. Other Implications

- 6.1. 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 an overspend is managed through four weekly Investment Management Meetings.
- 6.2. There are no implications for sustainability in terms of the information contained in this report.

7. Equality Impact Assessment and Consultation Arrangements

- 7.1. 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.
- 7.2. 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)

Michael McGlynn
Executive Director (Community and Enterprise Resources)

11 March 2019

Link(s) to Council Values/Ambitions/Objectives

- Accountable, Effective, Efficient and Transparent

Previous References

- Executive Committee, 28 February 2018
- Executive Committee, 13 March 2019

List of Background Papers

- Financial ledger to 1 February 2019

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
Capital Expenditure 2018-2019
Community and Enterprise Resources Programme
For Period 1 April 2018 – 1 February 2019**

<u>Community and Enterprise Resources</u>	Base Budget £000	Budget Adjustments £000	Slippage £000	Total Budget £000	Budget to Date £000	Actual Expenditure £000
Fleet and Environmental	133	52	(52)	133	133	38
Facilities, Waste and Grounds	1,749	260	(805)	1,204	928	839
SLL and Cultural	1,194	802	(1,022)	974	713	559
Support Services	428	50	(50)	428	413	74
Regeneration	8,866	359	(2,450)	6,775	4,563	4,030
Roads	24,937	1,988	(620)	26,305	21,054	17,780
RESOURCE TOTAL	37,307	3,511	(4,999)	35,819	27,804	23,320

For Information Only

Budget Adjustments approved at Executive Committee 13 February 2019

- Rural Development Centre, Lanark (£0.800m)

Report

5

Report to: **Community and Enterprise Resources Committee**
 Date of Meeting: **19 March 2019**
 Report by: **Executive Director (Finance and Corporate Resources)**
Executive Director (Community and Enterprise Resources)

Subject: **Community and Enterprise Resources – Workforce Monitoring – November 2018 to January 2019**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for November 2018 to January 2019 relating to Community and Enterprise Resources.

2. Recommendation(s)

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

(1) that the following employment information for November 2018 to January 2019 relating to Community and Enterprise 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 8 December 2018

3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to Committee. This report for Community and Enterprise Resources provides information on the position for November 2018 to January 2019.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of January 2019 for Community and Enterprise Resources.

The Resource absence figure for January 2019 was 5.6%, this figure has decreased by 0.1% when compared to the previous month and is 0.7% higher than the Council-wide figure. Compared to January 2018, the Resource absence figure has decreased by 0.1%.

Based on the absence figures at January 2019 and annual trends, the projected annual average absence for the Resource for 2018/2019 is 5.5%, compared to a Council-wide average figure of 4.4%.

For the financial year 2018/2019, the projected average days lost per employee equates to 13.9 days, compared with the overall figure for the Council of 10.3 days per employee.

4.2. Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 353 referrals were made this period. This represents a decrease of 33 when compared with the same period last year.

4.3. Accident/Incident Statistics

There were 38 accidents/incidents recorded within the Resource this period, a decrease of 8 when compared to the same period last year.

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

During the period, 16 disciplinary hearings were held within the Resource, a decrease of 14 when compared to last year. One appeal was heard by the Appeals Panel. No grievance hearings were held within the Resource - this figure has decreased by 1 when compared to the same period last year. One Dignity at Work complaint was raised within the Resource - this figure has increased by 1 when compared to the same period last year.

4.5. Analysis of Leavers (Appendix 2)

There were 33 leavers in the Resource this period, a decrease of 6 when compared with the same period last year. Four exit interviews were conducted.

5. Staffing Watch (Appendix 3)

- 5.1. There was a decrease of 28 employees in post from 8 September 2018 to 8 December 2018.

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. Other Implications

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

9. Equality Impact Assessment and Consultation Arrangements

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

Paul Manning
Executive Director (Finance and Corporate Resources)

Michael McGlynn
Executive Director (Community and Enterprise Resources)

12 February 2019

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

- ◆ Community and Enterprise Resources – 22 January 2019

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:-

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ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Community and Enterprise Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019				
April	4.0	3.9	3.2	April	5.8	5.2	5.4	April	5.3	4.8	5.0	April	4.3	3.9	4.1				
May	4.2	4.4	2.8	May	5.6	5.7	6.0	May	5.2	5.4	5.5	May	4.4	4.2	4.2				
June	3.4	4.2	3.8	June	5.5	5.1	5.8	June	4.9	4.9	5.5	June	4.1	3.9	4.3				
July	2.5	3.4	4.3	July	4.4	4.2	4.5	July	3.9	4.0	4.4	July	3.3	3.0	3.4				
August	2.9	3.6	4.8	August	5.0	4.5	5.3	August	4.4	4.3	5.2	August	3.6	3.2	3.6				
September	4.4	3.4	6.0	September	5.6	5.0	6.2	September	5.3	4.8	6.2	September	4.1	4.0	4.4				
October	4.8	3.8	3.8	October	5.8	5.6	5.8	October	5.5	5.3	5.5	October	4.4	4.1	4.4				
November	5.5	4.5	4.8	November	6.7	6.2	6.2	November	6.4	5.9	6.0	November	4.9	4.8	5.1				
December	5.3	3.6	4.1	December	6.2	6.4	6.0	December	6.0	5.9	5.7	December	4.9	5.1	4.8				
January	4.4	3.0	3.4	January	5.7	6.3	6.1	January	5.4	5.7	5.6	January	4.5	5.0	4.9				
February	4.5	3.0		February	6.4	6.8		February	5.9	6.1		February	5.0	5.0					
March	4.2	3.4		March	5.9	6.1		March	5.4	5.6		March	4.7	4.7					
Annual Average	4.2	3.7	4.0	Annual Average	5.7	5.6	5.9	Annual Average	5.3	5.2	5.5	Annual Average	4.4	4.2	4.4				
Average Apr-Jan	4.1	3.8	4.1	Average Apr-Jan	5.6	5.4	5.7	Average Apr-Jan	5.2	5.1	5.5	Average Apr-Jan	4.3	4.1	4.3				
No of Employees at 31 January 2019				547	No of Employees at 31 January 2019				2706	No of Employees at 31 January 2019				3253	No of Employees at 31 January 2019				15190

For the financial year 2018/19, the projected average days lost per employee equates to 13.9 days.

COMMUNITY AND ENTERPRISE RESOURCES

	Nov-Jan 2017-18	Nov-Jan 2018-19
MEDICAL EXAMINATIONS		
Number of Employees Attending	113	124
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	42	30
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	142	122
REFERRALS TO EMPLOYEE SUPPORT OFFICER	80	69
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	9	8
TOTAL	386	353

CAUSE OF ACCIDENTS/INCIDENTS	Nov-Jan 2017-18	Nov-Jan 2018-19
Fatal	0	1
Specified Injuries*	1	0
Over 7 day absences	6	3
Over 3 day absences**	5	2
Minor	22	15
Near Miss	2	5
Violent Incident: Physical****	6	6
Violent Incident: Verbal*****	4	6
Total Accidents/Incidents	46	38

*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	Nov-Jan 2017-18	Nov-Jan 2018-19
Total Number of Hearings	30	16
Total Number of Appeals	2	1

Time Taken to Convene Hearing Nov 2018 - Jan 2019

0-3 Weeks
5

4-6 Weeks
7

Over 6 Weeks
4

RECORD OF GRIEVANCE HEARINGS	Nov-Jan 2017-18	Nov-Jan 2018-19
Number of Grievances	1	0
Number Resolved at Stage 2	1	0

RECORD OF DIGNITY AT WORK	Nov-Jan 2017-18	Nov-Jan 2018-19
Number of Incidents	0	1
Still in Process	0	1

ANALYSIS OF REASONS FOR LEAVING	Nov-Jan 2017-18	Nov-Jan 2018-19
Moving Outwith Area	0	2
Other	1	2
Number of Exit Interviews conducted	1	4

Total Number of Leavers Eligible for Exit Interview	39	33
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Percentage of interviews conducted	3%	12%
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**JOINT STAFFING WATCH RETURN
COMMUNITY AND ENTERPRISE RESOURCES**

1. As at 8 December 2018

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
1311	207	200	1343	3061					
*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
1	1489.23	420.5	236.86	49.64	16.8	4	7	0	2225.03

1. As at 8 September 2018

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
1356	203	202	1328	3089					
*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
1	1544.04	408.9	236.66	48.64	16.8	4	7	0	2267.04

Report

6

Report to:	Community and Enterprise Resources Committee
Date of Meeting:	19 March 2019
Report by:	Executive Director (Community and Enterprise Resources)

Subject:	Scottish Government Vacant and Derelict Land Fund Programme 2019/2020
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1. Purpose of Report

1.1. The purpose of the report is to:

- ◆ advise the Committee of progress made during 2018/2019 in implementing the South Lanarkshire Delivery Plan for the Scottish Government financed Vacant and Derelict Land Fund (VDLF) and to agree the VDLF Programme for 2019/2020.

2. Recommendation

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

- (1) that the progress made during 2018/2019 in delivering the agreed Vacant and Derelict Land Fund Programme in South Lanarkshire be noted; and
- (2) that the allocation of funds in the 2019/2020 Vacant and Derelict Land Fund Delivery Plan, as set out in paragraphs 5.1 to 6.6, be approved.

3. Background

3.1. The Scottish Government allocation to South Lanarkshire for the Vacant and Derelict Land Fund for the financial year 2018/2019 was £901,000. A Local Delivery Plan was produced and approved by Committee on 22 May 2018 to implement the key objectives of the Vacant and Derelict Land Fund which are to:-

- ◆ tackle long term vacant and derelict land
- ◆ stimulate economic growth and job creation
- ◆ develop a diverse sustainable environment with a focus on temporary and permanent greening
- ◆ support communities to flourish and tackle inequalities

Scottish Government subsequently approved the delivery plan on 26 July 2018.

3.2. In addition to the 2018/2019 VDLF allocation approval, the Scottish Government had also agreed to carry forward the 2017/18 VDLF grant of £1,081,921 which was allocated to a project located at Glen Esk, East Kilbride in December 2017. This took place after Clyde Gateway Urban Regeneration Company (URC) advised that they were unable to expend this grant money due to project delays associated with agreeing their remediation strategy with SEPA and associated procurement timescales at the Shawfield Phase 2 site.

3.3. The Council acknowledges that vacant, derelict and contaminated land acts as a major constraint to the re-development of land and impacts on the quality of life of many residents.

3.4. The VDLF programme currently being implemented can therefore be summarised as follows:

- ◆ 2017/2018 VDLF allocation £1,081,921: Glen Esk, East Kilbride greening project
- ◆ 2018/2019 VDLF allocation £901,000:-
 - £800,000 Clyde Gateway Shawfield Phase 2 Remediation
 - £101,000 Milton Tileworks, Carluke and Millburn Colliery, Larkhall site investigations and greening project.

4. Progress Achieved in 2018/2019

- 4.1. The 2018/2019 VDLF activity at Glen Esk has focused on the potential to develop quality greenspace in this location and establish a masterplan for the site. In January 2018, a series of site investigation works were completed and monitored. A design proposal incorporating improved path links, woodland management, tree planting, enhancement of natural habitat and creation of informal play areas has been the subject of community consultation and a planning application. Tenders for the project have been issued and will be accepted to allow the project to commence in summer 2019 and complete this financial year. Provision has been made to continue engagement with local community groups and involve South Lanarkshire College in expanding their horticultural and construction craft skills activities with students at the site. The College and local groups will have the opportunity to create and develop features to meet the aspirations and needs of the local community.
- 4.2. The activity at Milton Tileworks and Millburn Colliery sites in 2018/2019 has been limited to carrying out site investigations at each location. Initial scoping works for greening proposals have been prepared and will be developed following the detailed investigation results being available in May 2019.
- 4.3. From a VDLF perspective, addressing environmental problems is a key benefit. These works align with the VDLF 'greening' priority set out Section 3.1.
- 4.4. The 2018/2019 VDLF activity at the Clyde Gateway Shawfield Phase 2 site has made significant progress with a number of key milestones being met as follows:-
- ◆ Agreement with SEPA and the Council, as Regulator, on the site specific remediation criteria associated with the Chromium VI contamination.
 - ◆ Procurement of the Calcium Polysulphide and Ferrous Sulphate chemicals required to treat the Chromium VI residue has been completed at a cost of £3.18 million.
 - ◆ The contract to treat the Shawfield Phase 2 site with these chemicals has now been let at a cost of £2.08 million, with site mobilisation expected in May 2019.
- 4.5. From a VDLF perspective, these works aligned with the VDLF 'economic growth and job creation' priority set out at paragraph 3.1.

5. 2019/2020 Delivery Plan Proposal

- 5.1. The Scottish Government allocation to South Lanarkshire for the Vacant and Derelict Land Fund for the financial year 2019/2020 is £1,120,000. A Local Delivery Plan (LDP) has now been produced to implement the key objectives of the Vacant and Derelict Land Fund
5. The 2019/2020 Local Delivery Plan proposes to build on the work that has been undertaken over the last year on key projects located across South Lanarkshire as follows:-

- ◆ Support the implementation of further remediation works at Clyde Gateway URC's Shawfield Phase 2 project which will help reduce the level of Chromium VI entering local watercourses and the River Clyde.
- ◆ Implementing a series of environmental improvements and accessibility works at the former Milton Brick and Tile Works site, Carluke which will address any issues identified by the site investigation works and improve the area's attractiveness for informal physical activity. These works will be subject to community consultation.
- ◆ Implementing a series of environmental improvements and accessibility works at the former Millburn Chemical and Oil Works and Millburn Colliery site, Larkhall which will address any issues identified by the site investigation works and improve the area's attractiveness for informal physical activity. These works will be subject to community consultation.

5.3. The above projects represent a balanced programme of activities which address a number of Scottish Government priorities. The allocation of funding on these projects is proposed as:-

- ◆ £800,000 - Clyde Gateway, Shawfield Phase 2
- ◆ £320,000 - Milton, Carluke and Millburn, Larkhall

6. Delivery Plan Project Summaries

- 6.1. *Shawfield Phase 2* - Clyde Gateway have undertaken site investigations, laboratory trials and site based remediation testing at Shawfield Phase 2 (former Greggs Bakery site) since 2015. A masterplan has also been developed aimed at creating a new spine road and new industrial/business platforms in the location. Remediation of Chromium VI contamination is crucial to the delivery of the scheme. The results of the site investigations have identified a number of contamination 'hotspots' with levels of chromium many times higher than those experienced on the Shawfield Phase 1 site.
- 6.2. A remediation strategy which meets SEPA environmental targets for water quality and that meets the agreement of the Council as regulator has been agreed. The project has been procured and can commence on site in May 2019 at a cost of over £5 million.
- 6.3. *Milton Brick and Tile Works, Carluke* - The works were opened in 1905 and closed in 1975. A pit associated with the works was subsequently infilled with wastes in the late 1980's and 1990's. Site investigations have been carried out and the final results are awaited, however, current concerns relate to the lack of sufficient inert capping material. The site also offers good potential for greening and improved accessibility for the local community which would be subject to further consultation.
- 6.4. *Millburn Chemical and Oil Works/Millburn Colliery, Larkhall* – The Oil Works operated from 1884, producing crude oil and the Colliery site was subject to open cast mining operations until the late 1980's after which it was filled in. Pits associated with the works were subsequently infilled with wastes in the 1980's and 1990's. Site investigations have been carried out and it is expected that additional measures will be required to address the results coupled with proposals to 'green' the site and improve accessibility for the local community which would be subject to further consultation.
- 6.5. Both these sites lie on the edge of urban settlements with the Carluke site being close to Carluke Rail Station and Carluke Park and Ride and have a low amenity value with the added complications associated with their former uses.

7. Employee Implications

- 7.1. There are no employee implications. Proposed work streams can be managed using existing staff resources.

8. Financial Implications

- 8.1. The VDLF programmes will be funded from the Scottish Government Vacant and Derelict Land Fund allocation.

9. Other Implications

- 9.1. The key risks associated with this project is focused on the potential for cost overruns or delays to the programme. These risks will be managed by Clyde Gateway URC in respect of the Shawfield project, and Planning and Economic Development Services in consultation with other Resources for the other projects.
- 9.2. There are no significant issues in terms of sustainability arising from the recommendations in this report. Indeed, the project will lead to significant environmental improvements with a focus on sustainable development.

10. Equality Impact Assessment and Consultation Arrangements

- 10.1. This report does not introduce a new policy, function or strategy and, therefore, no impact assessment is required.
- 10.2. The Vacant and Derelict Land programme is monitored by officers from Community and Enterprise Resources in consultation with other Resources as appropriate. The proposed Local Delivery Plan was prepared in consultation with them.

Michael McGlynn

Executive Director (Community and Enterprise Resources)

19 February 2019

Link(s) to Council Values/Ambitions/Objectives

- ◆ Focused on people and their needs.
- ◆ Fair open and sustainable
- ◆ Work with communities and partners to promote high quality, thriving and sustainable communities
- ◆ Support our communities by tackling disadvantage and deprivation and supporting aspiration.

Previous References

- ◆ Community and Enterprise Resources Committee of 22 May 2018

List of Background Papers

- ◆ South Lanarkshire Council Revised VDLF 2017/2018 Delivery Plan – October 2017
- ◆ South Lanarkshire Council 2018/19 Proposed VDLF Delivery Plan – February 2018
- ◆ South Lanarkshire Council 2019/2020 Proposed VDLF Delivery Plan – March 2019

Contact for Further Information

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

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Report

7

Report to:	Community and Enterprise Resources Committee
Date of Meeting:	19 March 2019
Report by:	Executive Director (Community and Enterprise Resources)

Subject:	Strathaven Conservation Area Regeneration Scheme (CARS) – Grant Application
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1. Purpose of Report

1.1. The purpose of the report is to:

- ♦ inform the Committee of a revised grant application to Strathaven CARS from Fong Tang (t/a Hoo Wah Cantonese and Peking Cuisine Carry Out)

2. Recommendation

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

- (1) that a revised grant be awarded to Fong Tang (t/a Hoo Wah Cantonese and Peking Cuisine Carry Out) of up to £113,103 from Strathaven CARS towards the external fabric improvements, including shop front works, at 15 Green Street, Strathaven replacing the offer of grant previously made;
- (2) that the above grant is subject to match funding being secured and written confirmation of this being received by the Council; and
- (3) that the Executive Director (Community and Enterprise Resources), in consultation with the Head of Administration and Legal Services, be authorised to complete such agreements and supporting documentation as necessary to administer the grant

3. Background

- 3.1. Historic Environmental Scotland operate a Conservation Area Regeneration Scheme (CARS) which provides financial assistance, over a five year period, for regeneration and conservation based initiatives undertaken by Councils, National Parks, Community Groups and Third Sector organisations.
- 3.2. South Lanarkshire Council submitted a bid for funding to undertake such a regeneration scheme in the Strathaven Conservation Area in August 2014, which was approved in January 2015, with an award of £625,000 of support from Historic Environmental Scotland.
- 3.3. A key eligibility requirement is the need for the development of a partnership between South Lanarkshire Council and a range of local community groups. This partnership has been strengthened over the past four years with consultation events reflecting strongly the desire to support the CARS proposal.

- 3.4. The CARS project is delivered through a partnership between the Council and community representatives drawn from Avondale Civic Society, Strathaven Community Council, Strathaven Business Association and the Rotary Club of Strathaven. This links into established community/Council governance structures, such as the Strathaven Town Group, and the activities and priorities that they are pursuing.
- 3.5. Enterprise Services Committee on 17 May 2016 approved the Strathaven CARS project and a mechanism for award of grant funding, similar to existing community benefit, renewable energy fund processes, with authority delegated to the Head of Planning and Economic Development for grants up to £20,000 and Community and Enterprise Resources Committee for grants above £20,000.
- 3.6. The CARS scheme is funded by Historic Scotland and is underpinned by a high intervention rate in recognition of the typically high costs which may be incurred and in order to incentivise all private property owners within the Conservation Area to participate in the scheme.

4. Proposal

- 4.1. Strathaven CARS - Fong Tang (t/a Hoo Wah Cantonese and Peking Cuisine Carry Out) - Proposed Grant Award for eligible works up to – £113,103– Intervention rate 80%.
- 4.2. The works were estimated at £103,573 when costed in late 2017 for the previous funding application submitted and a grant offer of £82,858 was approved at Committee on 6 March 2018. However, when the works were tendered, the costs returned were substantially higher with a range from £127,404 to £159,694 plus fees. Working with the tendering contractors, the Architect has reduced costs to £121,878 plus fees of £19,500, giving a total of £141,378. It is based on these revised costings that a new application for funding was submitted. The original application has now been withdrawn and no award was accepted in relation to this.
- 4.3. The applicant owns the property at 15 Green Street, Strathaven which accommodates the business, Hoo Wah Cantonese and Peking Cuisine Carry Out, and is seeking a grant for a range of external fabric improvements.
- 4.4. The proposed works include re-roofing of the property, new dormers, stone repairs, new rainwater goods, new leadwork and flashings and new shop signage.
- 4.5. The proposed works have been developed in conjunction with John Gilbert Architects, a Conservation Accredited Architect.
- 4.6. Under the terms of the project, the application assessment process permits an intervention rate of up to 80% of eligible costs.
- 4.7. The total cost of the project is £141,378 (net of vat) after tendering and a subsequent cost saving exercise. It is proposed that Strathaven CARS will now contribute an award of up to £113,103 (net of VAT), (previously £82,858,) representing an intervention rate of 80%, with £28,275 (net of vat) of funding coming from the applicant's own funds.
- 4.8. The works are now being scheduled for the summer of 2019.

5. Employee Implications

- 5.1. There are no employee implications arising from this report.

6. Financial Implications

- 6.1. Strathaven CARS has sufficient resources to meet the proposed grant award commitment detailed in this report.

7. Other Implications

- 7.1. The risks associated with the project are focused on the potential for cost overruns or delays to the programme. The applicant has agreed that any cost increases will be managed within their present budget subject to agreement on any changes to the proposed project. This is highly unlikely to have an impact on the Council.
- 7.2. There are no implications for sustainability in terms of the information contained within this report.

8. Equality Impact Assessment and Consultation Arrangements

- 8.1. This report does not introduce a new policy, function or strategy and, therefore, no impact assessment is required.
- 8.2. All necessary consultation arrangements, including any community consultations, have taken place.

Michael McGlynn

Executive Director (Community and Enterprise Resources)

19 February 2019

Link(s) to Council Values/Ambitions/Objectives

- ◆ Work with communities and partners to promote high quality, thriving and sustainable communities
- ◆ Accountable, effective, efficient and transparent
- ◆ Focused on people and their needs

Previous References

- ◆ 6 March 2018 – Community and Enterprise Resources Committee
- ◆ 15 December 2015 – Planning Committee
- ◆ 17 February 2015 – Enterprise Services Committee
- ◆ 17 May 2016 – Enterprise Services Committee

List of Background Papers

- ◆ Strathaven CARS Application Form.
- ◆ Completed Grantvisor Strathaven CARS Grant Application Form, associated information, supporting documents received from Mr Tang and his advisors.

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact: - John Archibald, Project Development Officer, Planning and Economic Development Services

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Report

8

Report to: **Community and Enterprise Resources Committee**
 Date of Meeting: **19 March 2019**
 Report by: **Executive Director (Community and Enterprise Resources)**

Subject: **Community Benefit Funds – Renewable Energy Fund - Grant Applications**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ consider a grant application to Galawhistle Renewable Energy Fund from The Rural Development Trust
- ◆ consider a grant application to Whitelee Renewable Energy Fund from East Renfrewshire Council
- ◆ consider a grant application to Muirhallstallashaw Renewable Energy Fund from Auchengray Church Centre Trust

2. Recommendation(s)

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

- (1) that a grant be awarded to The Rural Development Trust of up to £29,457 from Galawhistle Renewable Energy Fund towards a new build garage to improve and expand the community-based services;
- (2) that a grant be awarded to East Renfrewshire Council of up to £88,108 from Whitelee Renewable Energy Fund towards the management and maintenance of the network of routes throughout the windfarm area which extends into South Lanarkshire;
- (3) that a grant be awarded to Auchengray Church Centre Trust of up to £70,000 from Muirhallstallashaw Renewable Energy Fund towards the refurbishment project of Auchengray Church Centre; and
- (4) that the above grants be subject to match funding being secured and written confirmation of this being received by the Council.

3. Background

3.1. Since 2004, the Council has collected and administered Community Benefit funding through Planning and Economic Development Services. The service is responsible for securing the contributions from developers, advising potential applicants, assessing applications and monitoring projects to ensure that the community benefits associated with each project are delivered. Processes are continuously reviewed and refined to make it as straightforward as possible to ensure the necessary support is delivered to eligible communities.

3.2. Details of all grant awards, including those grants up to £20,000 which had been approved by the Head of Planning and Economic Development Services under delegated authority, are reported annually to the Committee.

4. Proposals

4.1. *Galawhistle Renewable Energy Fund*

The Rural Development Trust – £98,190

Proposed Grant Award – £29,457 – Intervention rate 30%

4.2. The Rural Development Trust (RDT) provides a varied portfolio of rural development projects. This application relates to community transport services. RDT offers services across South Lanarkshire, however, has a focus on the rural area.

4.3. The new garage facility will enable RDT to improve and expand the community-based services and the management and maintenance of their fleet services.

4.4. RDT currently operates 9 sixteen seat mini coaches and has a maintenance shed with two inspection pits for maintaining vehicles. The proposed development will enable the organisation to increase the fleet of vehicles and garage all vehicles undercover. This will increase the lifespan of the vehicles and protect staff from working outdoors in inclement weather conditions when undertaking routine maintaining and checks of vehicles.

4.5. The application was scored 27 and 31 by the two appraisers during the assessment process which permits an intervention rate of up to 33% of eligible costs.

4.6. The total cost of the project is £98,190.00, with £68,733 of funding from Lanarkshire Leader. SLC Community Benefit Fund will contribute the remaining balance, an award of up to £29,457, representing an intervention rate of 30%.

4.7. Works are due to commence 01 April 2019

4.8. *Whitelee Renewable Energy Fund*

East Renfrewshire Council – Management and Maintenance is a recurring project within Whitelee Wind Farm, approved year on year – £244,748

Proposed Grant Award – £88,108 – Intervention rate 36%

4.9. The Enterprise Resources Committee on 27 June 2007 approved a Section75 Agreement which placed an obligation on the Council to jointly prepare and implement an access strategy for Whitelee Windfarm.

4.10. The maintenance of these access works can utilise up to 40% of the community benefit monies received each year.

4.11. A ranger service (two staff) employed by East Renfrewshire Council, is responsible for managing the maintenance of the footpath network and assisting in implementing community projects. They provide a proactive management service and are also able to promote responsible access to a wide range of users.

4.12. The project will be managed by the Whitelee Access Officer employed by East Renfrewshire Council, who reports on a regular basis to the three authorities within whose boundaries the windfarm is located.

4.13. The application was scored 30 and 35 by the two appraisers during the assessment process which permits an intervention rate of up to 37.5% of eligible costs.

- 4.14. The total cost of the project is £244,748 (which is split: staff costs £212,748 and works cost's £32,000), with £156,640 of funding from East Renfrewshire Council Community Benefit Fund. SLC Community Benefit Fund will contribute the remaining balance, an award of up to £88,108 representing an intervention rate of 36%.
- 4.15. The current project will continue from April 2019 and be completed by March 2021.
- 4.16. *MuirhallStallashaw Renewable Energy Fund*
- Auchengray Church Centre Trust – Refurbishment Project £611,250.83
Proposed Grant Award – £70,000 – Intervention rate 11.45%
- 4.17. The Auchengray Church Trust serves the remote rural communities of Auchengray, Tarbrax, Woolfords and District, comprising approximately 780 residents in around 325 households.
- 4.18. The project activity will involve the repair, restoration and upgrade works to a community owned hall facility that serves remote rural communities. The renovation project includes the installation of a ground source heating system with under floor heating throughout, internal insulation and refurbishment to maximise heat retention. The renovation of walls, ceilings and doors and windows will create a comfortable high quality community space for the surrounding area.
- 4.19. The application was scored 34 and 35 by the two appraisers during the assessment process which permits an intervention rate of up to 40% of eligible costs.
- 4.20. The total cost of the project is £611,250.83 with Places of Worship £90,965.51, Levensat £50,000, WAT IF £30,000, WAT Group £5,000, Viridor £46,000, Land Trust £20,000, WREN £70,000, LEADER £100,000, SSE £40,000, Garfield Weston £30,000, Robertson Trust £50,000, Scotland's Churches Trust £5,000, ACC Funds £4,285.32. SLC Community Benefit Fund will contribute the remaining balance, an award of up to £70,000, representing an intervention rate of 11.45%.
- 4.21. Works are due to commence 1 April 2019 and be completed by 31 October 2019.

5. Employee Implications

- 5.1. There are no employee implications arising from this report.

6. Financial Implications

- 6.1. All Renewable Energy Funds have sufficient resources to meet the proposed grant award commitment detailed in this report.

7. Other Implications

- 7.1. The risks associated with the project are focused on the potential for cost overruns or delays to the programme. The applicant has agreed that any cost increases will be managed within their present budget subject to agreement on any changes to the proposed project. This is highly unlikely to have an impact on the Council.
- 7.2. There are no implications for sustainability in terms of the information contained within this report.

8. Equality Impact Assessment and Consultation Arrangements

- 8.1. This report does not introduce a new policy, function or strategy and, therefore, no impact assessment is required.
- 8.2. All necessary consultation arrangements, including liaison with Housing and Technical Resources, and any community consultations, have taken place.

Michael McGlynn

Executive Director (Community and Enterprise Resources)

20 February 2019

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent

Previous References

- ◆ Community and Enterprise Resources Committee 21 August 2018

List of Background Papers

- ◆ Completed REF Grant Application Form dated January 2019 The Rural Development Trust
- ◆ Completed REF Grant Application Form dated January 2019 East Renfrewshire Council
- ◆ Completed REF Grant Application Form dated January 2019 Auchengray Church Centre Trust
- ◆ Completed REF Appraisal Scoring Sheet dated February 2019 The Rural Development Trust
- ◆ Completed REF Appraisal Scoring Sheet dated February 2019 East Renfrewshire Council
- ◆ Completed REF Appraisal Scoring Sheet dated February 2019 Auchengray Church Centre Trust

Contact for Further Information

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

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Report

9

Report to: **Community and Enterprise Resources Committee**
 Date of Meeting: **19 March 2019**
 Report by: **Executive Director (Community and Enterprise Resources)**

Subject: **Proposal for Food Growing Strategy 2020 to 2025**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ seek approval of the proposed plan for the development of a Food Growing Strategy for 2020 to 2025

2. Recommendation(s)

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

- (1) that the proposed plan for the development of a Food Growing Strategy for 2020 to 2025, as detailed in the report, be approved.

3. Background

3.1 The Community and Enterprise Resources Committee at its meeting on 22 January 2019 approved the development of a Food Strategy for 2019 to 2024 and this will provide an overarching food strategy for the Council. Whilst it is acknowledged that the Food Strategy is still being developed, it is recognised at this early stage that a component part of the Strategy will consider options for food growing opportunities. In addition, the Community Empowerment (Scotland) Act 2015 has been introduced and brings new rights, duties and responsibilities regarding the provision of allotments and food growing opportunities. Part 9 of the Act, covering the statutory requirement to provide allotments and food growing opportunities, was enabled on 1 April 2018, however, final guidance has yet to be issued. Part 9 of the Act places a number of statutory obligations on local authorities which means that the Council requires to have an agreed food growing strategy in place by April 2020, specifically for the provision of allotments and food growing opportunities. This requires the preparation of a Food Growing Strategy.

3.2 Taking the above issues into account, balancing the fact that the overarching Food Strategy is still being developed and the legislative requirement to have a Food Growing Strategy in place by April 2020, it is considered appropriate to put in place a process and timetable to prepare a Food Growing Strategy.

4. Proposed Food Growing Strategy 2020 to 2025

4.1 The Food Growing Strategy will outline the Council's vision for the development of allotments and alternative food growing opportunities throughout South Lanarkshire.

4.2. The Food Growing Strategy will build on current food growing activities and establish a framework to allow the Council to maximise the opportunity for the residents of South Lanarkshire to grow their own food as well as contribute to the aim of becoming a 'good food nation'.

- 4.3 The current food growing activity supported by the Council includes:
- 2 formal allotment sites (Allers, Richmond) with expansion planned at Allers in 2019
 - 2 new sites becoming operational in 2019 (Blairbeth, Murray)
 - Working with third parties on food growing activities e.g Grow 73 at Overtoun Park in Rutherglen
 - Community Growing pilot in Strathaven park as part of Green Flag action plan and in conjunction with the Friends of Strathaven Park Group
 - Land leased to 3rd parties providing food growing opportunities e.g Organic Growers of Bothwell, Larkhall Community Growers
 - A number of schools and care homes have developed a range of food growing initiatives within specific facilities.
- 4.4 Community engagement as well as the involvement of other Resources and partner organisations are key to ensure that the strategy developed meets the needs of both individuals and community groups.
- 4.5 Preparatory work has been ongoing and the proposed timeline below details the next steps:

Action	Proposed Timescale
Finalise draft food growing strategy following publication of final guidance from Scottish Government	April 2019
Formation of a Food Growing Group to represent the interests of the wider community	May 2019
Consultation with internal and external stakeholders to discuss the food growing strategy vision, objectives and action plan	June – September 2019
Strategic environmental assessment pre-screening exercise	July 2019
Collate feedback and review draft strategy and action plan	October 2019
Equality impact assessment	October - December 2019
Report the Food Growing Strategy to Committee	February 2020
Launch the Food Growing Strategy	April 2020
Integrate actions into the Resource and Service Plan for 2020/2021	April 2020

- 4.6 This timescale may require to be reviewed depending on when the detailed government guidance covering Part 9 is published and the final content, given the potential impact on the prescribed format and content of the Strategy.
- 5. Employee Implications**
- 5.1 The Amenity Services team will be required to annually review and update the food growing action plan and also report annually to Scottish Government on all food growing activity on Council land throughout South Lanarkshire.
- 6. Financial Implications**
- 6.1 There are no financial implications at this time, however, capital investment requirements were highlighted as part of the Future Capital Strategy Executive Committee paper in November 2018.

7. Other Implications

- 7.1 There are no risk or sustainability implications in terms of the proposals contained in this report.

8. Equality Impact Assessment and Consultation Arrangements

- 8.1 An equality impact assessment and consultation with interested parties will be undertaken as part of the development of this Strategy.

Michael McGlynn

Executive Director (Community and Enterprise Resources)

25 February 2019

Link(s) to Council Values/Ambitions/Objectives

- ◆ Work with communities and partners to promote high quality, thriving and sustainable communities
- ◆ Support the local economy by providing the right conditions for inclusive growth

Previous References

- ◆ Community and Enterprise Resources Committee 12 December 2017 - Consultation on Part 9, Community Empowerment (Scotland) Act 2015
- ◆ Community and Enterprise Resources Committee 22 January 2019 – Allotments and Management Rules
- ◆ Community and Enterprise Resources Committee 22 January 2019 – Proposal for Food Strategy 2019-2024

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

10

Report to: **Community and Enterprise Resources Committee**
 Date of Meeting: **19 March 2019**
 Report by: **Executive Director (Community and Enterprise Resources)**

Subject: **Licensing of Mobile Home Sites with Permanent Residents**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ inform of changes in licensing requirements for mobile home sites with permanent residents
- ◆ provide an overview of the new arrangements to be implemented in respect of licensing these sites and of new legislative powers available to local authorities in respect of such sites
- ◆ request approval of the proposed scheme of charges in relation to licensing these sites

2. Recommendation(s)

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

- (1) that the changes to the Licensing of Mobile Home Sites with Permanent Residents, as detailed in Appendix 1 to the report, be noted; and
- (2) that the scheme of charges for licence fees, detailed in Section 5.2 of the report, be approved.

3. Background

3.1. Part 5 of the Housing (Scotland) Act 2014 amended the Caravan Sites and Control of Development Act 1960 and on 1 May 2017 a new licensing system came into force in relation to Mobile Home Sites with permanent residents.

3.2. The new system puts in place a robust licensing system. The key measures of the new licensing system are:-

- it gives local authorities a range of powers and appropriate discretion in deciding how to use them, in relation to the granting, management and revocation of licences
- it introduces a 5 year licence period
- it introduces the requirement that a site holder (and anyone directly managing a site) is a fit and proper person
- it provides an effective process for site owners and licence applicants to appeal against decisions by the local authority specifically in relation to such licences and separate to the already existing appeal provisions for sites not covered by the new regime

- 3.3. The new system was passed by the Scottish Parliament following two public consultations and research in 2013 by Consumer Focus Scotland, who found that residents had experienced problems with maintenance, security or safety standards on sites and issues around intimidation, abusive behaviour, vandalism, violence or damage to property.
- 3.4. Regulations have been enacted to support the operation of the new licensing regime, these are 'The Licensing of Relevant Permanent Sites (Scotland) Regulations 2016'.
- 3.5. South Lanarkshire Council currently has 5 licensed residential or mixed residential/holiday sites under Part 1 of the Caravan Sites and Control of Development Act 1960 (the 1960 Act), see Appendix 2. These existing sites have until 1 May 2019 to begin the 'First Site Licence' application process for a relevant permanent site under the new scheme. Site operators will be aware of the changes through the consultation exercise undertaken by Scottish Government.
- 3.6. This amendment does not cover holiday sites, or parts of mixed residential/holiday/touring sites used only for holiday purposes. Non-residential sites or parts of sites will continue to be subject to current arrangements for all caravan sites, which, subject to a few exemptions, requires them to be licensed under Part 1 of the Caravan Sites and Control of Development Act 1960. These site licences were granted in perpetuity and were based around conditions issued by the Scottish Government under section 5(6) of the 1960 Act, to aid local authorities to issue a licence with suitable conditions. New 'Model Standards for Residential Mobile Home Site Licences' were issued by the Scottish Government in December 2018 and will be used as the basis for attaching suitable conditions to new Residential Site Licences.
- 3.7. The new licensing scheme is a statutory duty of the Council under the 1960 Act, as amended by Part 5 of the Housing (Scotland) Act 2014 and supplemented by the Licensing of Relevant Permanent Sites (Scotland) Regulations 2016. This duty is an addition to the existing licensing regime relating to caravan sites regulated by Environmental Services. Community and Enterprise Resources Scheme of Delegation currently authorises Fleet and Environmental Services personnel to discharge the Council's statutory duties in relation to housing, including mobile homes, and therefore this new regime will come within the scope of the existing authorisation.

4. Employee Implications

- 4.1. There are no employee implications arising directly from these new arrangements. They will be delivered utilising existing staff resources.

5. Financial Implications

- 5.1. The 1960 Act states that the fee "must not exceed an amount which it considers represents the reasonable costs of an authority in deciding a relevant permanent site application." The proposed fees have taken into account the provision of Regulation 6 of the Licensing of Relevant Permanent Sites (Scotland) Regulations 2016. Guidance has also been produced by the Scottish Government on the setting of such fees. This guidance was utilised to calculate the level of fees proposed in paragraph 5.2 below. The proposed scheme of charges is designed to ensure that the licence scheme will reflect the actual costs of administering the granting and renewal of licences by Environmental Services.

- 5.2. The Council proposes to charge £793.75 for a new (first) site licence and £531.25 for a renewal licence. The Committee is asked to approve this level of charging. This level of charging will thereafter be reviewed on an annual basis in line with the Council's charging policy.

6. Other Implications

- 6.1 A range of new enforcement powers have been introduced, primarily relating to a failure of the site licence holder to meet conditions placed on a site licence.
- 6.2 There are no implications for sustainability in terms of the information contained in this report.

7. Equality Impact Assessment and Consultation Arrangements

- 7.1. This report updates arrangements in relation to an existing function and therefore no impact assessment is required.
- 7.2. There is no requirement to undertake any consultation in terms of the information contained in this report. The legislation which introduced this change was subject to consultation and site operators would have had an opportunity to make representation on the new licensing scheme.

Michael McGlynn
Executive Director
(Community and Enterprise Resources)

22 February 2019

Link(s) to Council Values/Ambitions/Objectives

- Focused on people and their needs
- Accountable, effective, efficient and transparent
- Improve the availability, quality and access of housing
- Make communities safer, stronger and sustainable

Previous References

None

List of Background Papers

'Model Standards for Residential Mobile Home Site Licences', December 2018.

Contact for Further Information

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

Karen Wardrope, Divisional Environmental Health Officer

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APPENDIX 1

The reformed licensing system sets out new processes and measures for:

- Issuing a new site licence;
- Renewing a site licence;
- Transferring a site licence;
- Enforcing the new licensing system;
- Revoking a site licence; and
- Emergency Action on a site.

Issuing a New Site Licence

In general terms the initial application process for the new system broadly follows that of the previous one, in that the applicant, who must be the occupier of the land, will be required to submit an application in writing, containing information prescribed in the 1960 Act and specifying the land in respect of which the application is being made. It must be established that planning permission for use as a relevant permanent site is in place before a decision is made to grant a licence. A standard application form will be provided to applicants for this purpose.

Additional information now required under the new system includes:

Any information relevant to the fit and proper person test, which the Local Authority will apply to:

- All site applicants;
- Where the applicant is not an individual (i.e. is a partnership, company or other body) to the individual who holds the most senior position within the management structure of the body applying for the licence;
- Any person appointed by the applicant to manage the site; and
- Where the person appointed to manage the site is not an individual to any individual who is to be directly concerned with the management of the site on behalf of that manager.

Considerations to be taken into account when deciding whether a person is a 'fit and proper person' are outlined in the 1960 Act, and include offences relating to fraud, violence, anti-social behaviour, housing law, etc.

Also additionally the applicant will require to pay the fee the Local Authority has set for handling a new site licence application. As per paragraph 5.2 of the report, the proposed fee for a new site licence is £793.75.

Once all prescribed information and the relevant fee has been received a Local Authority must make a decision on whether to grant a licence within 3 months. In the event a Local Authority fails to do so within this timescale the licence will be deemed to have been granted. This time limit is not automatically extended in the event that the Local Authority requests additional information from the applicant. It can only be extended via either a successful application to the sheriff for an extension, or in the event that a Local Authority is considering refusing an application in which latter case the extension only pertains for the period in which the Local Authority has given the applicant time to make representations.

Once a decision has been taken to grant a licence the applicant must be informed that their application has been approved and details provided of any licence conditions the Local Authority is putting in place. These conditions will be based around the New 'Model Standards for Residential Mobile Home Site Licences', issued by the Scottish Government in December 2018.

In the event a Local Authority is considering refusal of an application, they must make the applicant aware that this is the case and give the reasons they are considering refusal. The applicant must then be given a period of at least 28 days to make written representations in respect of the proposed decision. The time given for representations to be received does not count towards the 3 months a Local Authority has to make its decision.

If a Local Authority refuses an application for a site licence the applicant can appeal to the Sheriff.

Renewing a Site Licence

Under the new system licences must be renewed every 5 years. The procedure for renewal of a site licence mirrors the procedure above for granting a new licence, however the proposed fee for renewal of a site licence is £531.25.

Transferring a Site Licence

Again the application process for transferring a site licence closely mirrors that of applying for a first site licence, however a Local Authority cannot charge a fee for a site licence transfer application.

Enforcing the New Licensing System

The update and amendments to the 1960 Act introduce a range of new enforcement provisions. It is anticipated that any issues can be pursued informally through discussion and correspondence with site operators, however in the event that formal action is required these new powers can be summarised as follows:

Improvement Notices

This is the first of the formal enforcement measures a Local Authority would be expected to use in the event that informal measures have failed to resolve a situation. This measure can be used by a Local Authority where it appears to them that a site licence holder is failing, or has failed to comply with a site licence condition. The notice will state the licence condition which is not being met, require the licence holder to take steps to comply, and establish a time period for compliance to be achieved.

The site licence holder will have a right of appeal against any notice served.

Failure to comply with an Improvement Notice is a criminal offence. A report can be submitted to the procurator fiscal and if convicted the licence holder can be fined up to £10,000.

In the event of failure to comply with an Improvement Notice the Local Authority can carry out the works required in default and then seek to recover the costs of this work from the site licence holder. Additionally the Local Authority can serve a Penalty Notice – see below.

Penalty Notices

If a site licence holder fails to comply with an Improvement Notice, the Local Authority may serve a Penalty Notice. A Penalty Notice may also be served in the event of a site operating without a licence. The effect of such a notice is to reduce the income that can come from a site (for the duration of the notice), due to the fact that anyone living on site will not have to pay to the site licence holder:

- Any amount due for the right to station a caravan on the site;
- Any amount due for the rent of a caravan on the site;
- Any amount due for the use of the common areas on the site, and their maintenance; and
- Any commission due if a resident sells their mobile home on the site.

Residents will be required to pay any amount due for utilities (gas, electricity and water) provided to them during the period of the Penalty Notice.

The site licence holder will have a right of appeal against any notice served.

The Local Authority must notify those living on the site that a Penalty Notice has been served.

Revoking a Site Licence

This option is open to Local Authorities in the event that there are serious concerns regarding the fit and proper person status of the licence holder or management of the site, and would only be used as a last resort.

Following service of a notice stating the Local Authority's intentions, the site licence holder must be given 28 days to make written representations before a licence can be revoked. The site licence holder has a right of appeal in the event that a decision is taken to revoke a licence.

As revoking a licence could potentially leave a site without anyone to manage it the new licensing regime allows for the appointment of an interim manager to run the site in the short to medium term, while the future management of the site is established. The appointment of an interim manager must be made by a Sheriff on application from a Local Authority.

Emergency Action on a Site

The 1960 Act gives powers to the Local Authority to carry out works urgently on a site, whether licensed or not. This power can only be used in situations where there is an "imminent risk of serious harm" to someone on the land.

The site licence holder will have a right of appeal against any notice served for emergency action.

APPENDIX 2

Site Name	Location	Licence Type (No of caravans)
Twin Oaks	12 Shaws Road Larkhall	Residential (20)
Cuningar Caravan Site	Downiebrae Road Rutherglen	Residential (59) Touring (subject to density and spacing of site)
Clyde Valley Caravan Park	Kirkfieldbank Lanark	Residential (65) Holiday (50) Touring (75)
Cot Castle Caravan Park	Strathaven Road Stonehouse	Residential\Holiday (20)
Old Ponfreigh Caravan Park	Old Ponfreigh Railway Station Douglas Water Lanark	Residential (5)

Report

11

Report to: **Community and Enterprise Resources Committee**
 Date of Meeting: **19 March 2019**
 Report by: **Executive Director (Community and Enterprise Resources)**

Subject: **Purchase of Permanently Mounted Gritters (PMGs) and new Hire Arrangements**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide an update on actions taken by Roads and Transportation Services in accordance with section 9 of the Standing Orders on Contracts to secure the Council's winter maintenance provisions as a result of the Council's contracted gritter hire company, Gullivers Truck Hire Limited. ("Gullivers"), going into administration in December 2018.

2. Recommendation(s)

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

- (1) that the actions taken as a result of Gullivers being placed into administration be noted.

3. Background

3.1. Roads and Transportation Services operates a variety of vehicles in order to fulfil the Council's statutory duty to take reasonable steps to keep roads free from ice and snow. A range of different sized vehicles are used for this purpose and, in addition to those which the Council lease, this winter season, thirteen of the larger gritting vehicles were hired from Gullivers. These hire arrangements were secured via a nationally used Scotland Excel Framework.

3.2. In December 2018, the Council were notified by Gullivers that they had been placed into administration and that KPMG had been nominated as the Administrators. Shortly afterwards, the Council were advised by KMPG that Gordon Brothers Limited had been nominated as agents on their behalf in order to collect and/or sell the formerly hired vehicle assets.

3.3. Gordon Brothers further advised the Council that four of the vehicles had been sold to Go Plant Limited, but offered the Council the opportunity to purchase the remaining nine vehicles, provided that the sale was concluded on or before 11 January 2019.

4. Actions Taken

4.1. Options were fully assessed before the decision was taken regarding the most appropriate course of action.

- 4.2. Other gritter hire companies on the Scotland Excel Framework were contacted, in addition to further enquiries made to other non-framework hire companies to determine whether suitable equivalent vehicles were available. This exercise demonstrated that there were no suitable alternative gritter hires available.
- 4.3. The used vehicle market was examined and a number of gritting vehicles were identified, however, these vehicles were generally old and, therefore, would have represented a significant risk for the Council in terms of their suitability and reliability.
- 4.4. It should be noted that the option of purchasing new vehicles could not be considered as a viable option given that the build time for such vehicles is typically around 12 months and the Council had an urgent need to secure suitable gritting vehicles.
- 4.5. The nine vehicles offered for sale to the Council were priced at £38,500 ex VAT each (£346,500 in total), substantially below the estimated market value of £48,000 to £50,000 each. Additionally these vehicles were typically 4 years old, with a considerable useful working life ahead of them. Given that the Council had also been operating these vehicles for some time on a hired basis, their operational capabilities and maintenance standards were well understood. On that basis, the purchase of these vehicles represented good value, did not unduly expose the Council to additional risk and was therefore the best option available.
- 4.6. Approval was sought to terminate the hire contract for the nine PMGs and to purchase these nine vehicles using the negotiated tender route. Additionally, approval to enter into the purchase contract on the basis of English law and jurisdiction had to be sought as this was stipulated by the seller. This authorisation was given by the Executive Director (Community and Enterprise Resources), Head of Administration and Legal Services and Head of Roads and Transportation Services.
- 4.7. In regard to the four gritting vehicles now owned by Go Plant Limited, authority has been granted to terminate the previous hire contract for the four vehicles with Gullivers and to enter into a negotiated contract with Go Plant Limited on the basis of English law and jurisdiction. Go Plant Limited will hire these vehicles to the Council at the same rates as the previous contract with Gullivers. A new contract with Go Plant Limited is being finalised for this purpose.

5 Employee Implications

- 5.1 There are no employee implications associated with this report.

6. Financial Implications

- 6.1 The vehicle purchase and hire costs will be met from existing revenue budgets.

7 Other Implications

- 7.1 Failure to have in place suitable gritting resources creates risk to life and would make it difficult for the Council to comply with its statutory duty to have suitable steps in place to keep roads free from ice or snow. It was, therefore, necessary to secure suitable gritting vehicles as quickly as possible in order to ensure continuity of service provision.
- 7.2. There are no sustainability issues associated with this report.

8. Equality Impact Assessment and Consultation Arrangements

- 8.1 There was no requirement to undertake an equality impact assessment or consultation in terms of the content of this report.

Michael McGlynn

Executive Director (Community and Enterprise Resources)

20 February 2019

Link(s) to Council Values/Ambitions/Objectives

- ◆ Making communities safer, stronger and sustainable
- ◆ Accountable, effective, efficient and transparent

Previous References

- ◆ None

List of Background Papers

- Request for Authority to terminate hire contract and negotiate contract to purchase permanently mounted gritters (8 Jan 2019).
- Request for Authority to terminate hire contract and negotiate contract to hire permanently mounted gritters (24 Jan 2019).

Contact for Further Information

If you would like further information, please contact: -

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Report

12

Report to:	Community and Enterprise Resources Committee
Date of Meeting:	19 March 2019
Report by:	Executive Director (Community and Enterprise Resources)

Subject:	Proposed Closure of HMRC Office in East Kilbride – Economic Impact Assessment
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1. Purpose of Report

1.1. The purpose of the report is to:

- provide an update on the Economic Impact Assessment carried out following the announcement of the plans to close the HMRC facilities in East Kilbride and relocate services to Glasgow

2. Recommendation

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

(1) that the contents of the report be noted.

3. Background

- 3.1. In 2014 HMRC published its “Building our Future” programme and proposed the closure of the majority of Tax Service Offices in the UK and centralising these into Regional Super-Hubs. In November 2015, they subsequently announced plans to establish a Super-Hub in Glasgow with the merging of the Glasgow, Cumbernauld and three East Kilbride offices/store as part of the Glasgow catchment area. Only the HMRC team located at the National Crime Campus in Gartcosh will remain in its current location.
- 3.2. HMRC occupies two principal locations in East Kilbride at Plaza Tower and Queensway House, known as Centre 1. They also have a store at Hawbank Stores where filing is archived. Both principal locations are easily accessible by car and public transport from around East Kilbride and Glasgow. Around 2,660 staff are currently employed at these premises accounting for 8% of the jobs in the town and the East Kilbride based staff account for 31% of HMRC staff in Scotland.
- 3.3. HMRC is proposing to close both the East Kilbride offices and the Hawbank store and relocate staff to a new regional centre at a site identified in Glasgow city centre. The closures are due to happen in 2 phases with Plaza Tower staff relocating to Queensway House in 2022 with the relocation of all staff to the new Glasgow base in 2026.
- 3.4. The transfer of jobs to the Glasgow Regional Hub will have an impact on both jobs in the area and impact on spending in the local economy. In addition to the direct employment by HMRC there are up to 1,400 jobs supplying / supporting HMRC which could be lost across Scotland. Based on the scale of the East Kilbride base, there is the potential for a loss of around 420 jobs associated with supporting facilities in East Kilbride as a result of the HMRC office closures.

- 3.5. In addition, the closure would result in the large office site within East Kilbride becoming vacant at a time when demand for office accommodation is low and what demand there is tends to be focused around business parks.

4. Economic Impact Assessment

- 4.1. Working with the East Kilbride Taskforce, and the Public and Commercial Services (PCS) Union, the Council agreed to adopt the same method and approach undertaken in North Lanarkshire Council, in relation to the HMRC staff based in Cumbernauld, and West Lothian Council, for HMRC staff based in Livingston, to carry out a workforce impact assessment by way of an employee survey.
- 4.2. A common questionnaire for each of these locations and approved by PCS, was distributed to PCS members. The questionnaire aimed to ascertain the impact on staff at HMRC in East Kilbride in a format which could be easily compared with the other locations, as well as the wider economic impact on the town centre and community. The questionnaire was available to all PCS members. The survey was also available for completion on-line.
- 4.3. The survey was completed by 678 HMRC employees giving a 25% response rate of East Kilbride employees.
- 4.4. Officers in the Central Research Unit of Finance and Corporate Resources analysed the results of the survey. The full report including the questionnaire is attached in Appendix 1. The main findings of the survey are outlined below.
- 72% of employees live in South Lanarkshire (54% of those within East Kilbride)
 - 71% of employees earn less than £22,000 and a further 15% between £22,000 - £26,000
 - Up to £2.2mn could be lost in Retail and Hospitality spending annually should HMRC cease to operate in the town
 - Almost a third of employees surveyed said they do not intend to transfer to the new Glasgow Regional Hub. 78% live in South Lanarkshire (65% of those from East Kilbride)
 - Around 66% of HMRCs lowest paid workers said their travel cost will increase by almost 10% of the net weekly pay. A small number of this group also face additional paid childcare costs up to £2,000 per year due to the longer travel time to and from work.
 - 22% of employees have other caring responsibilities - 68% of those said it would impact on their ability to travel to Glasgow for work. 69% are aged over 45.
- 4.5. The findings will be shared with PCS, East Kilbride Taskforce and other stakeholders who will consider the content of the report and also take on board the potential implications that Brexit may have on the proposed closure of HMRC offices and the creation of regional centres across the UK.

- 4.6. Consideration will then be given, in consultation with PCS representatives, to the possibility of further assistance from the Council which may include help to raise awareness of the proposed closure and the wide-ranging impacts this would have on both the workforce and the town of East Kilbride.

5. Employee Implications

- 5.1. There are no employee implications arising from this report.

6. Financial Implications

- 6.1. There are unlikely to be any direct financial impacts for the Council with the majority of support being through staff time for awareness raising, PR or attending meetings. If the closure goes ahead and staff opt not to relocate, there could be additional costs to support these employees should they become unemployed and claim benefits.

7. Other Implications

- 7.1. The key risks would be impact of the relocation of c2,660 jobs from East Kilbride, the unemployment this could create for those not transferring, and the knock-on impact this would have on the town estimated at c420 jobs.

8. Equality Impact Assessment and Consultation Arrangements

- 8.1. This report does not introduce a new policy, function or strategy and, therefore, no impact assessment is required.
- 8.2. All necessary consultation arrangements have taken place.

Michael McGlynn

Executive Director (Community and Enterprise Resources)

19 February 2019

Link(s) to Council Values/Ambitions/Objectives

- ◆ Focused on people and their needs

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: - Iain Ross, Project Manager, Planning and Economic Development Services

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Local Economic Impact¹² and Workforce Impact Assessment

Proposed HMRC East Kilbride Office Closures

March 2019



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 - 9.5. Caring Responsibilities - Other
 - 9.6. Impact on Business in East Kilbride
- 10. Appendix 1 – Workforce Survey Summary Results**

List of Background Papers

- HMRC workforce impact survey – August 2018
- Office of National Statistics – Official labour Market Statistics March 2017
- HMRC Equalities Duties annual statement 2017
- Transport Scotland – Scot Rail’s Top Ten Busiest Trains – March 2017
- South Lanarkshire Council – Park and Ride Strategy (Consultative Draft – March 2018)
- Public and Commercial Services Union (PCS) Fighting for Tax Jobs, Fighting for Tax Justice – A Workers Alternative – July 2017
- South Lanarkshire Council, Central Research Unit Briefing – Civil Service Employment briefing (April 2018)
- South Lanarkshire Council, Central Research Unit Briefing – Employment Profile for East Kilbride

1. Introduction and Purpose

In 2014 HMRC published its “Building our Future” programme and proposed the closure of the majority of Tax Service Offices in the U.K and centralising these into Regional Super-Hubs. They subsequently announced plans to establish a Super-Hub in Glasgow with the merging of the Glasgow, Cumbernauld and three East Kilbride offices as part of the Glasgow catchment area. Only the HMRC team located at the National Crime Campus in Gartcosh will remain in its current location.

The Council decided to undertake – along with the Public and Commercial Services Union (PCS) – an Economic Impact Assessment of the effects on the East Kilbride area and the workforce following any transfer to Glasgow. It was also agreed to adopt the same method and approach as North Lanarkshire Council and West Lothian Council who had also worked with the PCS to carry out a workforce impact assessments by way of an employee survey.

2. Key Findings

- HMRC employ 2,660 staff in East Kilbride accounting for 8% of the jobs in the town and the East Kilbride based staff account for 31% of HMRC staff in Scotland.
- Based on the capacity of the new Regional Hubs, HMRC are set to reduce their Full Time Equivalents (FTEs) by approximately 1,600 across Scotland.
- Up to 1,400 jobs supplying / supporting HMRC could be lost across Scotland in addition to those lost in HMRC. This implies the potential loss of around 420 for East Kilbride area as a result of the HMRC office closures.
- According to a previous PCS report, East Kilbride is set to lose between £16.3mn and £30.7mn from its Economy.
- Survey results suggest that up to £2.2mn could be lost in Retail and Hospitality spending annually should HMRC cease to operate in the town.
- Almost a third of employees surveyed said they **DO NOT** intend to transfer to the new Glasgow Regional Hub. 78% live in South Lanarkshire (65% of those from East Kilbride).
- Around 66% of HMRC’s lowest paid workers said their travel cost will increase by almost 10% of their net weekly pay. A small number of this group also face additional paid childcare costs up to £2,000 per year due to the longer travel time to and from work.
- 22% of employees have other caring responsibilities and 68% of those said it would impact on their ability to travel to Glasgow for work. 69% are aged over 45.
- After the East Kilbride office closures there could be up to 700 additional commuters using the train from East Kilbride at peak times. East Kilbride peak time trains already account for three of Travel Scotland’s Top Ten Busiest Trains in their Report (March 2017) and some trains are already operating above capacity. This may also have a significant impact on Park and Ride facilities in the town.

3. Executive Summary

3.1. Impact on the Local Economy

HMRC jobs in East Kilbride account for 8% of the jobs in the town. The transfer of jobs to the Glasgow Regional Hub will have an impact on both jobs in the area and on spending in the local economy.

An exercise was undertaken using the Scottish Government Economic Impact Input- Output Multipliers to determine the knock on effect of jobs being lost in Scotland as a result of the closure of local offices and the creation of the Regional Hubs. Currently HMRC have 6,946 FTE employees in Scotland (Sept 2018 data provided by PCS). The capacity of the 2 Regional Hubs is estimated at 5,270 FTEs (data provided by PCS).

Using the Scottish Government Type 1 (Indirect effect) and Type 2 (Induced effect) Input-Output Multipliers suggests that there could be up to 1,400 jobs lost in the retail and services supply chain supporting HMRC in Scotland. The East Kilbride Offices account for almost one-third of the Scottish Workforce. On this basis around 420 jobs could be lost in the East Kilbride area.

A study has been carried out by PCS in their Report 'Fighting for Tax Jobs, Fighting for Tax Justice – A Workers Alternative' of July 2017. They suggested that *"Using the IMF fiscal multiplier, East Kilbride stands to lose between £16.3mn and £30.7mn from its economy."*

Survey Results indicate that between £850,000 and £1.3mn per year will be lost in Grocery Shopping from employees who live outwith East Kilbride. It also suggests that around £550,000 in revenue could be lost from lunch time takeaway shopping and around £400,000 lost in local restaurants from staff out celebrating special occasions should HMRC cease to operate in the town.

3.2. Impact on the Workforce

From the survey results:-

- 72% of employee live in South Lanarkshire (54% of those within East Kilbride).
- 71% of employees earn less than £22,000 and a further 15% between £22,000 and £26,000
- Almost a third of employees said they **DO NOT** intend to travel to Glasgow. 78% of those live in South Lanarkshire (65% of those from East Kilbride) and 82% of those earn less than £22,000. Almost 40% of this group have less than 10 years' service and may be considered to be the future workforce. Around 66% of employees are aged over 45 and many could be nearing retirement come 2025.
- Of those planning to transfer to Glasgow, 69% earn less than £20,000 and 60% of employees will pay almost 10% of their net weekly pay on **additional** travel costs. Over half of the employees transferring to Glasgow said their travel time will increase by an additional 1 hour each day.
- 41% of employees with impairments or long term health conditions said that the transfer to Glasgow would affect their ability to travel to work. Around 80% of current blue badge parking space users said the potential lack of parking would affect their ability to travel to work.
- 22% of employees have Childcare Arrangements with almost half of those using paid childcare. After the transfer to Glasgow almost half of this group said their paid childcare costs would increase. Two thirds said their **additional** childcare costs would be between £1,000 and £2,000 per year. Of those expecting increased costs, 67% earn less than £20,640. As a result of the increased costs a third of this group said it was either unlikely or very unlikely that they would travel to the new Glasgow site for work.

- 22% of employees have Other Caring responsibilities. Two thirds of this group said this would affect their ability to travel to Glasgow and almost 40% said it was either unlikely or very unlikely that they would travel to the new Glasgow site for work.

3.3. Impact on Public Sector Transport

Not surprisingly, considering that the new facility is a city centre location, the modes of transport will change significantly with the relocation of jobs. Currently the primary mode of transport to the East Kilbride offices is by car or as a passenger in a car (80%) - this travel mode changes to 20% after the transfer to Glasgow. After the transfer the primary modes of transport for employees change to Train, at 75% (currently 2%), followed by Bus, at 43% (currently 16%). The number of people walking to work will drop from 19% to 9% and the proportion cycling will remain the same, at 4%.

Taking into account possible staff reductions of 850 (based on PCS reports from July 2017) - and if the percentage of staff from East Kilbride remain the same - then this could mean around 950 additional people will be looking to travel to Glasgow on a daily basis. Based on the survey feedback this could mean up to 700 people by Train and 400 by Bus.

This will have a significant impact for employees from East Kilbride as East Kilbride – Glasgow peak time services already account for three of the ‘Top Ten Busiest Trains in Scotland’ in the Report published by Transport Scotland in March 2017. An example of this is the 07:59 service from East Kilbride to Glasgow, which is already a 6 carriage train (555 passengers) and frequently runs at 112% of its loaded capacity. Afternoon and Evening Glasgow to East Kilbride peak time trains also have capacity issues with, for example, the 17:01 running at 135% of its load capacity.

There is also local Park and Ride capacity to be taken into consideration. The availability of Park and Ride facilities at both the East Kilbride station (287 spaces) and Hairmyres station (95 spaces) is limited. The Council is currently updating its Park and Ride strategy and has put forward proposals to accommodate current increases in demand. This has taken into account the proposed building of 2,600 new homes near Hairmyres hospital but not the proposed transfer of 1,900 HMRC staff from East Kilbride to Glasgow.

A more imminent impact will be the closure in 2022 of Plaza Tower. If the mode of transport remains the same there will be a need for parking to accommodate an additional 400 to 500 cars at Queensway House. It has been suggested by PCS that parking is already an issue at this site.

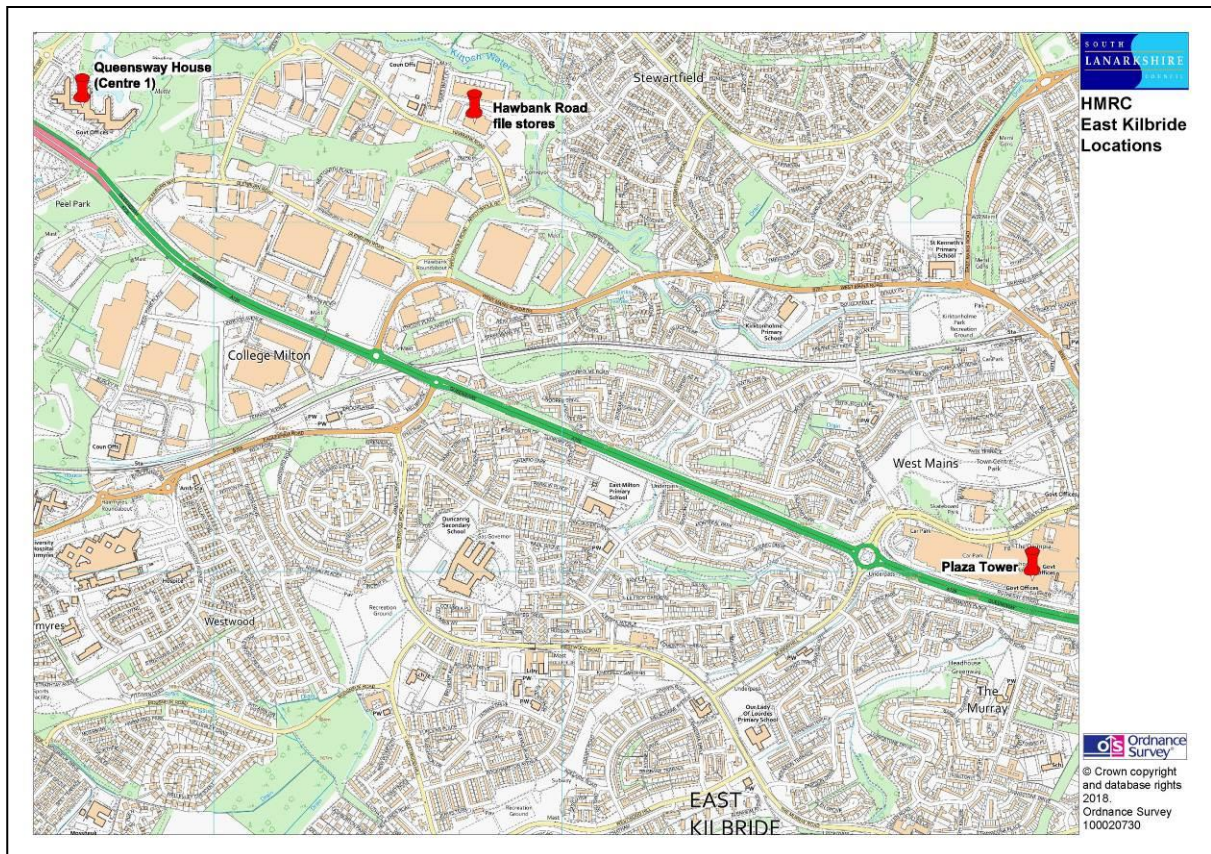
4. East Kilbride Labour Market

There are 34,000 jobs in East Kilbride and HMRC employ 2,660 employees in their East Kilbride offices, which accounts for 8% of the jobs in East Kilbride. The largest employment sectors in East Kilbride are Manufacturing (13%), followed by Retail (12%), Public administration and Defence – including HMRC (12%), and Health (11%).

HMRC offices in East Kilbride account for over 50% of the jobs in the Public administration and Defence sector in the whole of South Lanarkshire.

5. Current Location(s)

HMRC have three sites in East Kilbride - Queensway House in the outskirt of the Town, Plaza Tower in the Town Centre, and Hawbank Stores where filing is archived. Plans are for Plaza Tower to initially relocate to Queensway House in 2022 and then all East Kilbride employees will relocate to the Glasgow Regional Hub in 2026. A refurbishment of Queensway House is underway to facilitate the intermediate move from Plaza Tower to the Glasgow Regional Hub.



6. Survey Methodology and Return Rates

The Council agreed to adopt the same method and approach as North Lanarkshire Council and West Lothian Council, who worked with the Public and Commercial Services Union (PCS) to carry out their workforce impact assessments by way of an employee survey.

The employee questionnaire has the same questions and structure as that used by North Lanarkshire Council in the HMRC offices at Cumbernauld.

The survey asks respondents about themselves, their decision on relocating to Glasgow, travelling to work, caring responsibilities, and their shopping and spending habits in East Kilbride.

- There were 678 (25%) returns from 2,660 staff (source 2017 - NOMIS)
- The 678 returns provide 95% confidence levels with confidence intervals of $\pm 3.25\%$. So, for example, this would allow you to be 95% confident that a survey result of 50% could range from 46.75% to 53.25% if a 100% sample was achieved.
- One caveat to the statistical confidence levels would be that on this occasion because it is in relation to office closures it is likely that staff most affected by the closure would be more inclined to take part in the survey.

7. Workforce Profile compared to Survey Returns

An up to date staff profile covering gender, grade, salary, and age was requested from PCS but was not permitted by HMRC management. In the absence of available local data the Council's Central Research Unit was able to use HMRC returns for 2017 to the Office of National Statistics for HMRC staff in East Kilbride. It also used the HMRC Equalities Duties annual statement 2017 data, which provides a staff profile at a UK and Scottish level. The following uses a mixture of both to make comparisons between the survey sample and the workforce profile. As can be seen from the comparisons, the survey sample is fairly representative of the overall workforce.

Primary Comparisons

Comparison	Comparator	Survey Returns (*)	Source
All Staff	2,660	678 (25%)	Nomis
Male Staff	1,020 (38%)	37% *	Nomis
Female staff	1,640 (62%)	63% *	Nomis
Full Time	1,590 (59.8%)	68.5% *	Nomis
Part Time	1,070 (40.2%)	31.5% *	Nomis
Grade AA,AO,O	84.6%	84.8% *	Nomis

* - only those stating; i.e. excluding those that left blank or preferred not to say.

Age Band Comparisons

Age Band Comparisons	16-24	25-34	35-44	45-54	55-64	65+	Source
Scotland Age profile	9.4%	21.2%	18.6%	28.8%	21.7%	1.3%	HMRC
East Kilbride Survey Sample *	8.3%	26.3%	18.1%	27.3%	18.0%	1.3%	Survey
Difference in percentage points	-1.1	5.1	-0.5	-1.5	-3.7	0.0	

* - only those stating; i.e. excluding those that left blank or preferred not to say.

8. Impact on the Local Economy

HMRC jobs in East Kilbride account for 8% of the jobs in the town. The transfer of jobs to the Glasgow Regional Hub will have an impact on both jobs in the area and on spending in the local economy.

An exercise was undertaken to use the Scottish Government Economic Impact Input- Output Multipliers to determine the knock on effect of jobs being lost in Scotland as a result of the closure of local offices and the creation of the Regional Hubs. Currently HMRC have 6,946 FTE jobs (Sept 2018 data provided by PCS). The capacity of the 2 Regional Hubs is estimated at 5,270 FTEs (data provided by PCS). The 6,946 FTE jobs equates to almost 9,000 individual employees.

Using the Scottish Government Type 1 (Indirect effect) and Type 2 (Induced effect) calculations suggest that there could be up to 1,400 FTE jobs lost in the supply chain - retail and services industries supporting HMRC in Scotland - on top of the reductions in HMRC staffing. The East Kilbride Offices account for almost one-third of the Scottish workforce and on this basis around 420 jobs could be lost in the East Kilbride area on top of any HMRC jobs. The multipliers are an estimate of the economic activity of those jobs that support the Public Administration sector and also provide an upper bound estimate of job losses.

A study has been carried out by PCS in their Report 'Fighting for Tax Jobs, Fighting for Tax Justice – A Workers Alternative' of July 2017. They concluded that, "Using the IMF fiscal multiplier, East Kilbride stands to lose between £16.3mn and £30.7mn from its economy."

Survey Results indicate that between £850,000 and £1.3mn per year could be lost in Grocery shopping from employees who live outwith East Kilbride. It also suggests that around £550,000 of revenue could be lost from lunch time takeaway shopping and around £400,000 lost to local restaurants from staff out celebrating special occasions, should HMRC cease to operate in the town.

9. Summary of Results

9.1. About you section

This section asked the respondents about themselves, where they live, their job, and their working arrangements.

1. There were 678 respondents to the survey, which equates to 25% of the 2,660 total employees (source: 2017 ONS return)
2. Of the 678 respondents
 - a. 36% were Male, 62% were Female, and 2% left blank or preferred not to say.
 - b. 67% worked Full-time, 29% Part-time, and 4% were part-year working
 - c. 71% of employees earned less than £22,000, 15% between £22,000 and £26,000, 11% over £26,000, and 3% preferred not to say.
 - d. 38% of employees had worked less than 5 years for HMRC East Kilbride branch, 15% for 6-10 years, 25% for 11-20 years, 7% for 21-30 years, and 15% for more than 30 years.
 - e. 47% of all employees were over 45 years old and this rises to 73% for part-time workers
 - f. 72% of HMRC East Kilbride employees lived in South Lanarkshire (54% of those within East Kilbride) and 28% lived outside South Lanarkshire (8% Glasgow, 4% East Renfrewshire, 8% North Lanarkshire, 8% other areas)

9.2. Decision to relocate – Traveling to Glasgow

9.2.1. A total of 32% (214 respondents) said that they **DO NOT** intend to travel to Glasgow

Of those who do not intend to Travel to Glasgow

- 78% stay in South Lanarkshire (65% in East Kilbride)
- 82% earn less than £20,640
- Almost half work Part-time (49.5%) and 70% of these Part time workers are in Administrative Assistant (AA) grades.
- 38% have less than 10 years' service, 29% between 10 and 20 years' service, and 33% over 20 years' service.
- 66% of this group are over 45 years old.

9.2.2. A total of 68% (464 respondents) said that they **DO** intend to travel to Glasgow

Of those that said they would travel, 84% said costs would increase, 8% said costs would decrease, and 8% said costs would stay the same.

- Of those with increased costs, 77% live in South Lanarkshire (57% in East Kilbride)
- Of those with an increase, 69% earn less than £20,640, and 81% earn less than £24,000 (i.e. the three lowest grades AA, AO, and O).
- Those with an increase were asked how much they would spend EXTRA each week. The total extra spend is calculated on a 46 week working year.
 - i. Up to £10 (6%) – up to £460 per working year
 - ii. £11- £15 (11%) – between £506 and £690
 - iii. £16- £20 (26%) – between £736 and £920
 - iv. £21 - £30 (45%) – between £966 and £1,380
 - v. More than £30 (12%) – over £1,380

9.3. Travelling to work – Modes of transport

9.3.1. Respondents were asked about their **CURRENT** mode of travel to work.

- 65% (442) travel by Car
- 15% (101) travel by Car (as a passenger)
- 16% (110) travel by Bus
- 2% (13) travel by Train
- 19% (130) Walk to work
- 4% (27) either use Bicycle (2%), Taxi (2%), Motorbike, or Taxi through the Access to Work scheme

9.3.2. Respondents were asked about their **PLANNED** mode of travel to work when transferred to Glasgow (they were able to select multiple answers – they could, for example, walk to a railway station and then take the train or walk to a bus and then take the bus to the railway station, etc.).

- 17% (79) will travel by Car
- 3% (13) will travel by Car (as a passenger)
- 43% (199) will travel by Bus
- 75% (348) will travel by Train
- 9% (42) will Walk to work
- 4% (19) will either use Bicycle (2%), Taxi (1%), Motorbike, Taxi through the Access to Work scheme, or Other modes (1%)

9.3.3. When asked about existing traveling time to work, 85% of respondents said it took them less 45 minutes to get to work.

9.3.4. A total of 82% said their travel time to work would increase, 10 % said it would decrease, and 8% said would stay the same.

9.3.5. Of those with an increase, 78% are South Lanarkshire Residents (59% within East Kilbride)

9.3.6. Those with an increase were asked what their **ADDITIONAL** Travel time would be: 45% said up to 1 hour longer, 31% between 1 and 1.5 hours, and 24% over 1.5 hours.

9.3.7. Respondents were asked about long term health conditions or impairments that would affect their ability to travel to Glasgow. A total of 8% (38) had mobility issues, 1 person sight issues and 1 hearing issues, and 4% (18) stated they had other impairments.

9.3.8. Those with impairments were asked *if this would have an effect on their ability to travel to Glasgow*. 23 (41%) said very likely or likely, 26 (46%) nether likely or unlikely, and 8 (12%) unlikely or very unlikely.

9.3.9. There are 38 people currently use blue badge parking spaces at the East Kilbride offices.

9.3.10. Respondents were asked whether a potential lack of blue badge spaces at the Glasgow office would affect their ability to travel to work. 12 (80%) said yes and 3 (20%) said not sure.

9.3.11. Given that the new facility is a city centre location with congested road links and limited parking, the intended modes of transport change significantly. Currently the primary mode of transport is by car or as a passenger in a car (80%) but this travel mode declines to 20% after the transfer to Glasgow. After the transfer the primary mode of transport for employees changes to Train, at 75% (currently 2%), followed by Bus at 43% (currently 16%). The

number of people Walking to work will drop from 19% to 9%, while Cycling will remain the same, at 4%

9.3.12. In 2021, when Plaza Tower closes and if the mode of transport remains the same, there may be a requirement for additional car parking spaces to accommodate between 400 and 500 cars at Queensway House. Based on feedback from PCS, parking is already an issue at this site.

9.3.13. The transfer to Glasgow and the 75% of employees stating that they will travel by train will have a significant impact for employees from East Kilbride.

East Kilbride-Glasgow peak time rail services are already listed in the top ten busiest trains (Source: Transport Scotland report, March 2017). The 07:59 service is already a 6 carriage train (555 passengers) and frequently runs at 112% of its loaded capacity. This may not necessarily be an issue for the East Kilbride passengers but will affect stations further down the line. The return peak time train at 17:01 only runs with 4 carriages (370 passengers) and again has capacity issues – this train frequently runs at 135% of loaded capacity.

9.3.14. Taking into account possible staff reductions of 850 (based on PCS reports from July 2017) and if the percentage of staff from East Kilbride remain the same, then this could mean that around 950 additional people will be looking to travel to Glasgow on a daily basis. Based on the planned mode of transport figures from survey results (a multiple selection question) this may mean an additional:

- Up to 700 people by train
- Up to 400 people by Bus
- Up to 190 people by Car.

9.3.15. There are also local environmental factors to be taken into consideration. Park and Ride facilities are available at both the East Kilbride station (287 spaces) and Hairmyres station (95 spaces). The Council is currently updating its Park and Ride strategy and has put forward proposals to accommodate current increases in demand. These proposals take into account the proposed building of 2,600 new homes near Hairmyres hospital but not the impact on rail usage of the transfer of 1,900 HMRC staff from East Kilbride to Glasgow.

9.4. Caring responsibilities - Childcare

9.4.1. A total of 150 (22%) Respondents who completed the survey said they have childcare arrangements.

9.4.2. Of those who have childcare arrangements (multi select question), 46% said they will have additional costs, 45% said costs would stay the same, 14% had no childcare costs as a family member looked after their children, and 2% said costs would reduce.

9.4.3. Of Those with additional costs:-

- 67% are in the lowest grade band (earning less than £20,640)
- 32% work part-time
- When asked how much extra they are expecting to pay
 - 34% said between £5 and £20 per week (£230 - £920 per working year)
 - 36% said between £20 and £40 per week (£920 - £1,840 per working year)
 - 27% said more than £40 per week (over £1,840 per working year)

9.4.4. Respondents were asked – *As a result of additional Childcare cost how likely are you to travel to Glasgow for work?* In response to this question, 34% said they were either unlikely or very unlikely to travel to the new location.

9.5. Caring Responsibilities - Other

- 9.5.1. A total of 103 (22%) Respondents said they had other caring responsibilities.
- 9.5.2. Of the total, 68% (70 respondents) said their caring responsibilities would impact on their ability to travel to Glasgow for work.
- 9.5.3. Of those whose caring responsibilities will impact on their ability to travel Glasgow :-
- 59% are in the lowest grade bands AA and A0 (less than £20,640)
 - 69% are aged over 45
 - 62% are fulltime, 31% part-time, and 7% part-year workers

9.6. Impact on Business in East Kilbride

Respondents were asked about their spending habits in and around East Kilbride shopping centre. They were asked about their use of larger supermarkets for their weekly shop, their use of East Kilbride town centre during their lunch break, buying take away lunches, and eating in East Kilbride restaurants to celebrate staff special occasions.

9.6.1. Weekly Grocery Shop

- 9.6.1.1. Respondents were asked if they do their weekly grocery shop in a supermarket before travelling home from work. 44% (299) said Yes and lived in East Kilbride, 15% (105) said Yes but did not live in East Kilbride, and 40% (274) said No

Of the respondents that shopped but DID NOT Live in East Kilbride they were asked how much they spent on their weekly grocery shop in East Kilbride.

- 28% said up to £40 (up to £1,840 per working year)
- 58% said between £40 and £80 (between £1,840 and £3,680 per annum)
- 10% said between £80 and £100 (between £3,680 and £4,600 per annum)
- 4% said more than £100 (over £4,600 per annum)

Assuming that 15% of all employees shopped in East Kilbride but didn't live in East Kilbride then this would imply a potential loss in Grocery shopping spend of between £850,000 and £1.3mn per year to the area.

9.6.2. Shopping during their lunch break

- 9.6.2.1. Respondents were asked if they shopped in East Kilbride town centre during their lunch break. 307 (45%) said Yes and 371 (55%) said No.

- 9.6.2.2. Those who said Yes were then asked how often they shopped there :-

- 33% said once or twice a week
- 55% said between 3 and 5 times per week
- 10% said once or twice a month
- 4% said between 3 and 5 times per month

- 9.6.2.3. They were then asked what type of shops they used (selecting all that apply)

- 93% (286) – Food and Drink / takeaway / café / bakery etc.
- 73% (224) – Clothing and shoe shops

- 71% (219) – Supermarket / food store
- 71% (217) – Banks
- 64% (195) – Cards / gift shops
- 59% (181) – Chemists
- 39% (120) – Newsagents
- 38% (117) – Sports Shops
- Others included Charity Shops (17%), Hair/Beauty Salons (16%), Travel Agents (15%), and Other shop types (7%)

9.6.3. Takeaway Lunches

9.6.3.1. Respondents were asked if they regularly buy takeaway lunch in East Kilbride town centre. 275 (41%) said Yes and 403 (59%) said No.

9.6.3.2. Those who said Yes were then asked how much they spent weekly:-

- 101 (37%) said less than £10 per week (up to £460 per working year)
- 124 (45%) said between £10 and £15 per week (between £460 - £690)
- 50 (18%) said between £15 and £20 per week (between £690 - £920)

Assuming that 41% of all staff buy a takeaway lunch then this could potentially be a loss of revenue for the town of between £500,000 and £646,000

9.6.4. Eating at East Kilbride restaurants to celebrate staff special occasions

9.6.4.1. Respondents were asked if they ate out in East Kilbride to celebrate staff special occasions. 404 (60%) said Yes and 274 (40%) said No

9.6.4.2. Those that said Yes were then asked how often they went out each year (*figures based on industry average of £20 per head food and drink spend*).

- 4% (16) said once per year (total £2,120)
- 43% (173) said up to 5 times per year (total £115,000)
- 24% (93) said up to 10 times per year (total £128,000)
- 28% (115) said more than 10 times per year (£155,000)
- 1% (4) said something else

This could amount to an annual loss of income to local restaurants of around £400,000 from HMRC staff going out to celebrate special occasions.

10. Appendix 1 – Workforce Survey including Summary Results

East Kilbride Revenue and Customs Branch - Re-location proposal

We would appreciate if you could take a few minutes to complete this survey on how the proposed closure of the East Kilbride Revenue and Customs Branch and its relocation to Glasgow City Centre is likely to impact on you and your quality of life. We are receiving independent assistance from South Lanarkshire Council to analyse the results and would highlight that the responses you give are completely anonymous.

Part one - About you:

- Q1 Are you:**
Male 244 (36%) Female 422 (63%) Prefer not to say..... 7 (1%)
- Q2 What age group are you in?**
16 - 18 years..... 0 (0%) 35 - 44 years 123 (18%) 65 years or more 9 (1%)
19 - 24 years..... 56 (8%) 45 - 54 years 185 (27%) Prefer not to say..... 5 (1%)
25 - 34 years..... 178 (26%) 55 - 64 years 122 (18%)
- Q3 Do you work:**
Full time 453 (67%) Part time 197 (29%) Part-year working 28 (4%)
- Q4 If you work part-time, how many hours a week do you work?**
15 or less..... 4 (2%) 16 - 20 34 (17%) 21 - 30..... 147 (75%) 31 to 37 12 (6%)
- Q5 If you work part-time, how many days per week do you travel to or from work?**
1 day 0 (0%) 3 days 79 (40%) 5 days 46 (23%)
2 days 5 (3%) 4 days 67 (34%)
- Q6 If you work part-year, how many days a year on average do you travel to/from work?**
28 (100%)
- Q7 Where do you live?**
Arrotshole 0 (0%) Mossneuk 9 (1%) Whitehills 28 (4%)
Birniehill 0 (0%) Nerston 2 (0%) Bothwell-Uddingston..... 17 (3%)
Bogton 0 (0%) Newlandsmuir 8 (1%) Hamilton-Blantyre-Larkhall 57 (8%)
Calderwood 48 (7%) Peel Park 0 (0%) Lanark-Carlisle-Clydesdale.... 6 (1%)
College Milton 0 (0%) St Leonards..... 51 (8%) Rutherglen-Cambuslang 25 (4%)
Crosshouse 1 (0%) Stewartfield 17 (3%) Strathaven-Avondale 12 (2%)
East Mains..... 11 (2%) The Murray..... 44 (6%) East Renfrewshire 30 (4%)
Greenhills 35 (5%) The Village 10 (1%) Glasgow 54 (8%)
Hairmyres 12 (2%) Thorntonhall-Jackton 4 (1%) North Lanarkshire..... 54 (8%)
Kelvin 0 (0%) West Mains 21 (3%) Other, please specify 56 (8%)
Lindsayfield 15 (2%) Westwood 51 (8%)
- Q8 What is your annual salary?**
Up to £15,999 73 (11%) £20,000 to £21,999 52 (8%) £26,000 or over..... 76 (11%)
£16,000 to £17,999 75 (11%) £22,000 to £23,999 61 (9%) Prefer not to say..... 20 (3%)
£18,000 to £19,999 276 (41%) £24,000 to £25,999 38 (6%)
- Q9 How long have you worked at the East Kilbride Revenue and Customs Branch?**
Less than one year..... 9 (1%) 6 to 10 years 104 (15%) 31 to 40 years 78 (12%)
1 to 2 years..... 39 (6%) 11 to 20 years 171 (25%) More than 41 years 21 (3%)
2 to 5 years..... 209 (31%) 21 to 30 years 47 (7%)
In which other area do you live? 47 (100%)

Part two - Travel to/from work:

- Q10 Do you intend to relocate to Glasgow City Centre?**
 Yes 464 (68%) No 214 (32%)
- Q11 If you intend to relocate to Glasgow City Centre, do you think your spend on travel per week would:**
 Increase 388 (84%) Decrease 38 (8%) Stay the same 38 (8%)
- Q12 How much more do you think you would spend on travel per week if the relocation goes ahead?**
 Up to £10..... 25 (6%) £16 - £20..... 100 (26%) Other amount..... 46 (12%)
 £11 - £15..... 44 (11%) £21 - £30..... 173 (45%)
 Please specify the other amount you would spend on travel 38 (100%)
 per week if the relocation goes ahead?
- Q13 How do you currently travel to work at HMRC in East Kilbride? (please select all that apply)**
 Car (as a driver)..... 442 (65%) Walk 130 (19%) Taxi (through access to work)..... 1 (0%)
 Car (as a passenger)..... 101 (15%) Bicycle 14 (2%) Other method..... 1 (0%)
 Bus 110 (16%) Motorcycle 0 (0%)
 Train 13 (2%) Taxi 11 (2%)
 If 'Other', please say what other transport method(s) you use? 1 (100%)
- Q14 How would you expect to travel to work if your job is relocated to Glasgow City Centre? (please select all that apply)**
 Car (as a driver)..... 79 (17%) Walk 42 (9%) Taxi (through access to work)..... 2 (0%)
 Car (as a passenger)..... 13 (3%) Bicycle 8 (2%) Other method..... 3 (1%)
 Bus 199 (43%) Motorcycle 1 (0%)
 Train 348 (75%) Taxi 5 (1%)
 If 'Other', please say what other transport method(s) you would use? 3 (100%)
- Q15 How much do you currently spend per week on travelling to work?**
 Nil 139 (21%) £11 - £15..... 112 (17%) £21 - £30 58 (9%)
 Up to £10..... 264 (39%) £16 - £20..... 70 (10%) Other amount..... 35 (5%)
 If 'Other', how much do you currently spend per week on travelling to work 32 (100%)
- Q16 How long each day, on average, do you currently spend travelling to and from work?**
 Up to 15 minutes 276 (41%) 46 minutes to 1 hour 45 (7%) Over 2 hours..... 9 (1%)
 16 minutes to 30 minutes.. 198 (29%) 1 hour to 1 hour 30 minutes 32 (5%)
 31 minutes to 45 minutes.. 105 (15%) 1 hour 31 to 2 hours..... 13 (2%)
- Q17 If you intend to relocate to Glasgow City Centre, do you think your travel time would:**
 Increase 380 (82%) Decrease 48 (10%) Stay the same 36 (8%)
- Q18 How much ADDITIONAL time do you think you will spend travelling to and from work if your job is relocated to Glasgow City Centre?**
 Up to 30 minutes longer.... 59 (16%) One hour to 1 hour 30 minutes longer..... 118 (31%) Over two hours longer 30 (8%)
 31 minutes to one hour longer..... 112 (29%) 1 hour 31 to 2 hours..... 61 (16%)
- Q19 Do you have any of the following conditions or impairments that would affect your ability to travel if your job is relocated to Glasgow City Centre? (Please select all that apply)**
 Mobility..... 38 (8%) Hearing 1 (0%) None of these 408 (88%)
 Sight 1 (0%) Other 18 (4%)
 If 'other', what condition or impairment do you have? 14 (100%)

- Q20 If you have any conditions or impairments that would affect your ability to travel, do you currently drive to/from work and use blue badge parking spaces at East Kilbride Revenue & Customs Branch?**
Yes 38 (14%) No 232 (86%)
- Q21 If you do have a condition or impairment that affects your ability to travel, on a scale of 1 to 5 where 1 is very likely and 5 is very unlikely, how likely is it that your condition/impairment will affect your ability to travel to work if your job is relocated to Glasgow?**
1 Very likely 15 (27%) 3 26 (46%) 5 Very unlikely 3 (5%)
2 8 (14%) 4 4 (7%)
- Q22 Will a potential lack of suitable blue badge parking spaces affect your ability to travel to work?**
Yes 12 (80%) No 0 (0%) Not sure 3 (20%)
- Q23 Do you have children to drop off/collect from childcare before or after work?**
Yes 150 (22%) No 528 (78%)
- Q24 If yes, how many hours a week do you currently use paid childcare?**
I don't use paid childcare 82 (55%) 6 - 10 hours 20 (13%) More than 15 hours 26 (17%)
0 - 5 hours 10 (7%) 11 - 15 hours 12 (8%)
- Q25 If you use paid childcare, how much do you currently spend per week?**
Up to £5 a week 40 (7%) £21 to £30 a week 4 (1%) £61 to £70 a week 13 (2%)
£5 to £10 a week 2 (0%) £31 to £40 a week 8 (1%) Other amount 497 (83%)
£11 to £15 a week 4 (1%) £41 to £50 a week 14 (2%)
£16 to £20 a week 7 (1%) £51 to £60 a week 7 (1%)
Other amount: 302 (100%)
- Q26 Will your childcare change if your job is relocated to Glasgow (select any that apply)?**
Additional costs 47 (46%) No change to childcare requirements 46 (45%)
Fewer costs 2 (2%) Additional no-cost childcare required 14 (14%)
- Q27 Can you please give some idea of what you think your ADDITIONAL costs will be?**
Up to £5 a week 1 (2%) £16 to £20 a week 9 (19%) £41 to £50 a week 11 (23%)
£5 to £10 a week 1 (2%) £21 to £30 a week 11 (23%) Other 2 (4%)
£11 to £15 a week 6 (13%) £31 to £40 a week 6 (13%)
Other amount: 2 (100%)
- Q28 If you will incur additional childcare costs, on a scale of 1 to 5 where 1 is very likely and 5 is very unlikely, how likely are you to be able to travel to Glasgow for work?**
1 Very likely 6 (13%) 3 20 (43%) 5 Very unlikely 7 (15%)
2 5 (11%) 4 9 (19%)
- Q29 Do you have other caring responsibilities that will be affected if your job is relocated to Glasgow?**
Yes 103 (22%) No 361 (78%)
- Q30 If yes, will this have an impact on your ability to travel to Glasgow for work?**
Yes 70 (68%) No 33 (32%)
- Q31 If yes, on a scale of 1 to 5 where 1 is very likely and 5 is very unlikely, how likely are you to be able to travel to Glasgow for work?**
1 Very likely 13 (19%) 3 28 (40%) 5 Very unlikely 3 (4%)
2 13 (19%) 4 13 (19%)

Part three - East Kilbride Town Centre:

- Q32 Do you ever do a main weekly grocery shop in a supermarket in East Kilbride before travelling home from work?**
 Yes, and I live in East Kilbride 299 (44%) Yes, but I do not live in East Kilbride 105 (15%) No..... 274 (40%)
- Q33 If yes, how much do you normally spend on your weekly grocery shop in East Kilbride?**
 Less than £10 3 (1%) £40 to £49 56 (14%) £80 to £89 27 (7%)
 £11 to £19 12 (3%) £50 to £59 74 (18%) £90 to £100 54 (13%)
 £20 to £29 36 (9%) £60 to £69 38 (9%) More than £100 21 (5%)
 £30 to £39 41 (10%) £70 to £79 42 (10%)
 What other amount over £100 would you say you spend? 17 (100%)
- Q34 Do you shop in East Kilbride town centre during your lunch break?**
 Yes 307 (45%) No 371 (55%)
- Q35 If yes, how often do you shop there? (Please tick one box)**
 Once a week 34 (11%) Five times a week 51 (17%) Four times a month 2 (1%)
 Twice a week 64 (21%) Once a month 18 (6%) Five times a month 3 (1%)
 Three times a week 87 (28%) Twice a month 11 (4%)
 Four times a week 31 (10%) Three times a month 6 (2%)
- Q36 What type of shops/businesses do you use? (please select all that apply)**
 Food and drink/takeaway/cafe/bakery etc..... 286 (93%) Card/gift shops 195 (64%) Travel agents 45 (15%)
 Supermarket/food store 219 (71%) Chemists 181 (59%) Banks 217 (71%)
 Clothes/shoe shops 224 (73%) Newsagents 120 (39%) Other shops 21 (7%)
 Department stores 169 (55%) Charity shops 52 (17%)
 Sports shops 117 (38%) Hair/beauty salons 49 (16%)
 If 'other' what types of shops/businesses do you use? 9 (100%)
- Q37 Do you regularly buy takeaway lunch in East Kilbride?**
 Yes 275 (41%) No 403 (59%)
- Q38 How much do you regularly spend on lunches?**
 Less than £10 per week 101 (37%) £10 to £15 per week 124 (45%) More than £15 per week ... 50 (18%)
- Q39 Do you regularly eat at restaurants in East Kilbride during lunch breaks/after work to celebrate staff special occasions, e.g. birthdays, Christmas etc?**
 Yes 404 (60%) No 274 (40%)
- Q40 How often do you eat at restaurants in East Kilbride during lunch breaks/after work?**
 Once a year 16 (4%) Up to 10 times a year 96 (24%) Other 4 (1%)
 Up to 5 times a year 173 (43%) More than 10 times a year 115 (28%)
 If 'other', how often do you eat at restaurants in East Kilbride during lunch breaks/after work? 3 (100%)