



Council Offices, Almada Street
Hamilton, ML3 0AA

Tuesday, 08 September 2020

Dear Councillor

Housing and Technical Resources Committee

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

Date: Wednesday, 16 September 2020
Time: 10:00
Venue: By Microsoft Teams and Committee Room 1,

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

Yours sincerely

Cleland Sneddon
Chief Executive

Members

Josh Wilson (Chair), Stephanie Callaghan (Depute Chair), John Ross (ex officio), Robert Brown, Archie Buchanan, Janine Calikes, Graeme Campbell, Andy Carmichael, Maureen Chalmers, Gerry Convery, Margaret Cooper, Poppy Corbett, Maureen Devlin, Allan Falconer, Grant Ferguson, Alistair Fulton, Geri Gray, George Greenshields, Eric Holford, Martin Lennon, Eileen Logan, Colin McGavigan, Mo Razzaq, David Shearer, Collette Stevenson, Jared Wark

Substitutes

Alex Allison, Walter Brogan, Mary Donnelly, Isobel Dorman, Fiona Dryburgh, Mark Horsham, Martin Grant Hose, Ann Le Blond, Hugh Macdonald, Catherine McClymont, Richard Nelson, Bert Thomson, Margaret B Walker

BUSINESS

- 1 **Declaration of Interests**
- 2 **Previous Meeting** 5 - 8
Note of delegated decisions taken by the Chief Executive, in consultation with Group Leaders, on items of business relating to the Housing and Technical Resources Committee on 17 June 2020, submitted for information. (Copy attached)

Monitoring Item(s)

- 3 **Capital Budget Monitoring 2019/2020 - Housing and Technical Resources (excl HRA)** 9 - 12
Joint report dated 26 August 2020 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)
- 4 **Capital Budget Monitoring 2019/2020 - Housing and Technical Resources (HRA)** 13 - 16
Joint report dated 6 August 2020 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)
- 5 **Capital Budget Monitoring 2020/2021 - Housing and Technical Resources (excl HRA)** 17 - 20
Joint report dated 26 August 2020 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)
- 6 **Capital Budget Monitoring 2020/2021 - Housing and Technical Resources (HRA)** 21 - 24
Joint report dated 6 August 2020 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)
- 7 **Revenue Budget Monitoring 2019/2020 - Housing and Technical Resources (excl HRA)** 25 - 30
Joint report dated 6 August 2020 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)
- 8 **Revenue Budget Monitoring 2019/2020 - Housing and Technical Resources - (HRA)** 31 - 34
Joint report dated 6 August 2020 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)
- 9 **Revenue Budget Monitoring 2020/2021 - Housing and Technical Resources (excl HRA)** 35 - 42
Joint report dated 6 August 2020 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)
- 10 **Revenue Budget Monitoring 2020/2021 - Housing and Technical Resources - (HRA)** 43 - 46
Joint report dated 6 August 2020 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)

- 11 Housing and Technical Resources – Workforce Monitoring – May to July 2020** 47 - 54
Joint report dated 17 August 2020 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)

Item(s) for Decision

- 12 Housing and Technical Resource Plan 2020/2021** 55 - 72
Report dated 20 August 2020 by the Executive Director (Housing and Technical Resources). (Copy attached)
- 13 Annual Review of the South Lanarkshire Rapid Rehousing Transition Plan 2019/2020** 73 - 120
Report dated 27 August 2020 by the Executive Director (Housing and Technical Resources). (Copy attached)
- 14 39 Coronation Street, Carstairs – Lease to Carstairs Junction Welcome All Hub on Concessionary Terms** 121 - 124
Report dated 11 August 2020 by the Executive Director (Housing and Technical Resources). (Copy attached)

Item(s) for Noting

- 15 Housing and Technical Resource Plan - Quarter 4 Progress Report 2019/2020** 125 - 148
Report dated 20 August 2020 by the Executive Director (Housing and Technical Resources). (Copy attached)
- 16 Delegated Authority Report – Update** 149 - 154
Report dated 11 August 2020 by the Executive Director (Housing and Technical Resources). (Copy attached)
- 17 Notification of Contracts Awarded - 1 January 2020 to 31 July 2020** 155 - 166
Report dated 7 August 2020 by the Executive Director (Housing and Technical Resources). (Copy attached)

Urgent Business

- 18 Urgent Business**
Any other items of business which the Chair decides are urgent.

For further information, please contact:-

Clerk Name: Carol Lyon

Clerk Telephone: 01698 455652

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

Housing and Technical Resources Committee Agenda of 17 June 2020 - Delegated Decisions taken by the Chief Executive, in consultation with Group Leaders

1 Declaration of Interests

No interests were declared.

2 Previous Meeting

Decided: that the delegated decisions taken by the Chief Executive, in consultation with Group Leaders, in relation to the previous agenda of 1 April 2020 be noted as a correct record.

3 Capital Budget Monitoring 2019/2020 – Housing and Technical Resources (excl HRA)

Decided:

- (1) that Housing and Technical Resources' capital programme (excl HRA) of £7.310 million and expenditure to 28 February 2020 of £1.955 million be noted; and
- (2) that the projected outturn of £4.6 million be noted.

[Reference: Note of 1 April 2020 (Paragraph 3)]

4 Capital Budget Monitoring 2019/2020 – Housing and Technical Resources (HRA)

Decided: that the Housing and Technical Resources' capital programme (HRA) of £61.835 million and expenditure to 28 February 2020 of £40.658 million be noted.

[Reference: Note of 1 April 2020 (Paragraph 4)]

5 Revenue Budget Monitoring 2019/2020 – Housing and Technical Resources (excl HRA)

Decided:

- (1) that the breakeven position on Housing and Technical Resources' revenue budget (excl HRA), as detailed in Appendix A to the report, be noted; and
- (2) that the forecast to 31 March 2020 of a breakeven position be noted.

[Reference: Note of 1 April 2020 (Paragraph 5)]

6 Revenue Budget Monitoring 2019/2020 – Housing and Technical Resources (HRA)

Decided:

- (1) that the breakeven position on Housing and Technical Resources' revenue budget (HRA), as detailed in Appendix A to the report, be noted;
- (2) that the forecast to 31 March 2020 of a breakeven position be noted; and
- (3) that the proposed budget virements be approved.

[Reference: Note of 1 April 2020 (Paragraph 6)]

7 Housing and Technical Resources – Workforce Monitoring – February to April 2020

Decided:

that the employment information for February to April 2020 relating to Housing and Technical 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 14 March 2020

[Reference: Note of 1 April 2020 (Paragraph 7)]

8 Homelessness – Unsuitable Accommodation Order

Decided:

that the extension of the Homeless Persons (Unsuitable Accommodation) (Scotland) Order and its anticipated impact within South Lanarkshire be noted.

9 Proposed Lease of Student Residencies at Barrack Street, Hamilton from the University of the West of Scotland

Decided:

- (1) that the action taken, in terms of Standing Order No 36(c) by the Executive Director (Housing and Technical Resources), in consultation with the Chair and an ex officio member, to enter into lease arrangements with the University of the West of Scotland for 50 units of student accommodation at Barrack Street, Hamilton on the main terms and conditions outlined in Section 4 be noted;
- (2) that, if necessary due to further increases in demand, arrangements could be entered into for additional units; and

- (3) that the Executive Director (Housing and Technical Resources), in consultation with the Head of Administration and Legal Services, if appropriate, be authorised to conclude all matters in respect of the grant of lease and to enter into the necessary legal agreements on terms which were in the best interests of the Council.

10 Urgent Business

There were no items of urgent business.

Report

3

Report to:	Housing and Technical Resources Committee
Date of Meeting:	16 September 2020
Report by:	Executive Director (Finance and Corporate Resources) Executive Director (Housing and Technical Resources)

Subject:	Capital Budget Monitoring 2019/2020 - Housing and Technical Resources (excl Housing Revenue Account)
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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 Housing and Technical Resources (excl HRA) for the period 1 April 2019 to 31 March 2020

2. Recommendation(s)

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

- (1) that the Housing and Technical Resources (excl HRA) capital programme of £7.310 million, and expenditure for the year of £4.032 million, be noted.

3. Background

3.1. This is the sixth and final capital monitoring report presented to the Housing and Technical Resources Committee for the financial year 2019/2020.

3.2. The budget reflects the approved programme for the year (Executive Committee, 29 May 2019). It also includes budget adjustments presented to the Executive Committee during 2019/20. There have been no changes since the last report to this Committee.

3.3. The report details the financial position for Housing and Technical Resources (excl HRA) in Appendix A.

4. Employee Implications

4.1. There are no employee implications as a result of this report.

5. Financial Implications

5.1. The total capital programme for Housing and Technical Resources (excl HRA) for 2019/2020 was £7.310 million.

5.2. 2019/20 Final Position

Total expenditure to the 31 March 2020 was £4.032 million, a difference of £3.278 million on the programme of £7.310 million.

- 5.3. The final expenditure position of £4.032 million is slightly lower than the projected outturn of £4.6 million reported to this Committee previously (17 June 2020). As advised, the underspend mainly reflects the anticipated timing of spend on a number of projects within multi-year programmes including Essential Services Accommodation, Civic Centre Fabric Upgrade, Prioritised Urgent Investment, Central Energy Efficiency Fund and Springhall Regeneration Project (Existing Cathkin Library Building), along with other minor movements.
- 5.4. This additional underspend is mainly due to the timing of spend on Civic Centre Fabric Upgrade (£0.5 million) and Essential Services Accommodation (£0.2 million).
- 5.5. The ongoing implications of COVID-19, including the closure of construction sites in advance of the financial year end, have had an impact on the level of capital spend which has been achieved this financial year. This will continue to impact on the 2020/2021 Capital Programme. Funding will carry forward into next financial year and an update on the 2020/2021 programme is detailed in a separate report to this Committee.

6. Climate Change, Sustainability and Environmental Implications

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

7. Other Implications

- 7.1. The main risk associated with the Council's Capital Programme is that there is an overspend. The risk has been assessed as low given the detailed project management plans prepared and monitored for each project. The risk of overspend is managed through four weekly Investment management meetings.

8. Equality Impact Assessment and Consultation Arrangements

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

Paul Manning

Executive Director (Finance and Corporate Resources)

Daniel Lowe

Executive Director (Housing and Technical Resources)

26 August 2020

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, Effective, Efficient and Transparent

Previous References

- ◆ Executive Committee, 29 May 2019

List of Background Papers

- ◆ Financial ledger to 31 March 2020
- ◆ Housing and Technical Resources Committee, 17 June 2020

Contact for Further Information

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

Lorraine O'Hagan, Finance Manager (Strategy)

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**South Lanarkshire Council
Capital Expenditure 2019-20
Housing and Technical Resources Programme (excl HRA)
For Period 1 April 2019 – 31 March 2020**

<u>Housing and Technical Resources (excl HRA)</u>	Base Budget £000	Budget Adjustments £000	Slippage £000	Total Budget £000	Budget to Date £000	Actual Expenditure £000
Office Accommodation	8,830	(2,921)	0	5,909	5,909	3,602
Private Housing Scheme of Assistance	1,000	(1,000)	0	0	0	0
Other Housing	550	851	0	1,401	1,401	430
TOTAL	10,380	(3,070)	0	7,310	7,310	4,032

Report

4

Report to:	Housing and Technical Resources Committee
Date of Meeting:	16 September 2020
Report by:	Executive Director (Finance and Corporate Resources) Executive Director (Housing and Technical Resources)

Subject:	Capital Budget Monitoring 2019/2020 - Housing and Technical Resources (Housing Revenue Account)
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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 Housing and Technical Resources (HRA) for the period 1 April 2019 to 31 March 2020

2. Recommendation(s)

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

- (1) that the Housing and Technical Resources (HRA) capital programme of £61.835 million, and expenditure of £51.235 million be noted.

3. Background

3.1. This is the sixth capital monitoring report presented to the Housing and Technical Resources Committee for the financial year 2019/20.

3.2. The budget reflects the approved programme for the year, as approved at Executive Committee on 29 May 2019.

3.3. The report details the financial position for Housing and Technical Resources (HRA) on Appendix A.

4. Employee Implications

4.1. There are no employee implications as a result of this report.

5. Financial Implications

5.1. The Housing Capital programme for 2019/20 totals £61.835 million and is detailed along with the funding sources at Appendix A to this report.

5.2. 2019/20 Monitoring

Anticipated spend to 31 March 2020 was £61.835 million and £51.235 million has been spent. The main reason for the underspend was the timing of the new build programme, external fabric works, heating projects and doors and windows. This was partially offset by additional buy back and Mortgage to Rent expenditure to increase our supply of council housing.

5.3. This net underspend represents expenditure of £10.600 million which will be reallocated into future years to reflect the revised timing of spend across a number of projects/programmes.

- 5.4. In terms of funding, the programme has benefited from one-off income of £4.66 million in 2019/20 which augments the overall programme. This includes additional income from land sales, Scottish Government grant, additional developer contributions, Renewable Heat Initiative funding and additional borrowing for buy back and Mortgage to Rent schemes.
- 5.5. Taking into account the year-end position noted in 5.2. and the additional income noted in 5.4. above, a net carry forward of expenditure budget from 2019/20 of £15.264 million is required.
- 5.6. Due to the impact of COVID-19 on the expected profile of spend on both the New Build and Housing Investment programmes, this carry forward funding has currently been added to the 2021/22 programme while a review of the impact of COVID-19 on the 2020/21 programme is completed.

6. Climate Change, Sustainability and Environmental Implications

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

7. Other Implications

- 7.1. The main risk associated with the Council's Capital Programme is that there is an overspend. The risk has been assessed as low given the detailed project management plans prepared and monitored for each project. The risk of overspend is managed through four weekly Investment management meetings.

8. Equality Impact Assessment and Consultation Arrangements

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

Paul Manning

Executive Director (Finance and Corporate Resources)

Daniel Lowe

Executive Director (Housing and Technical Resources)

6 August 2020

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, Effective, Efficient and Transparent

Previous References

- ◆ Executive Committee, 12 August 2020
- ◆ Housing and Technical Committee, 17 June 2020

List of Background Papers

- ◆ Financial ledger to 31 March 2020

Contact for Further Information

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

Hazel Goodwin, Finance Manager (Resources)

Ext: 2699 (Tel: 01698 452699)

E-mail: hazel.goodwin@southlanarkshire.gov.uk

South Lanarkshire Council
Housing Capital Programme 2019/20
As at 31 March 2020

Appendix A

	£m	£m
Anticipated Capital Expenditure 2019/20		61.835
Estimated Financing Position 2019/20		
Capital Receipts – Land Sales	0.000	
Capital Financed From Current Revenue	20.589	
Prudential Borrowing	28.715	
Specific Grant – Scottish Government New Council Houses	10.611	
Specific Grant – Scottish Government Buy Backs	1.800	
Specific Grant – Scottish Government Mortgage to Rent	0.120	
Other Income	0.000	
		<u>61.835</u>
Actual Expenditure to 31 March 2020		51.235
Actual Financing Position to 31 March 2020		
Capital Receipts – Land Sales	0.046	
Capital Financed From Current Revenue	20.589	
Prudential Borrowing	14.681	
Specific Grant – Scottish Government New Council Houses	10.814	
Specific Grant – Scottish Government Buy Backs	1.950	
Specific Grant – Scottish Government Mortgage to Rent	0.412	
Other Income	2.743	
		<u>51.235</u>

Report

5

Report to:	Housing and Technical Resources Committee
Date of Meeting:	16 September 2020
Report by:	Executive Director (Finance and Corporate Resources) Executive Director (Housing and Technical Resources)

Subject:	Capital Budget Monitoring 2020/2021 - Housing and Technical Resources (excl Housing Revenue Account)
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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 Housing and Technical Resources (excl HRA) for the period 1 April 2020 to 19 June 2020.

2. Recommendation(s)

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

- (1) that the Housing and Technical Resources (excl HRA) capital programme of £12.773 million, and expenditure to date of £0.056 million, be noted.

3. Background

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

3.2. The budget of £12.773 million reflects the approved programme for the year for Housing and Technical Resources (Council, 25 March 2020) updated to include funding carried forward from 2019/2020 (Executive Committee, 24 June 2020).

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

3.4. The report details the financial position for Housing and Technical Resources in Appendix A.

4. Employee Implications

4.1. There are no employee implications as a result of this report.

5. Financial Implications

5.1. Section 3.3 notes that the delivery of the 2020/2021 Capital Programme has been affected by the lockdown due to COVID-19. Since the lockdown occurred, little progress has been made in terms of construction work, with sites being temporarily closed down.

5.2. As lockdown eases, the review of the General Services Capital Programme continues, with a view to providing a realistic estimate of anticipated spend levels for 2020/2021. The estimates will reflect the initial lockdown delay, along with the ongoing implications of the requirements of social distancing, as sites get back up and running. A separate report detailing the overall level of spend achievable for Housing and Technical Resources in 2020/2021 will be reported to a future meeting of this Committee.

5.3. Period 3 Position

The total capital programme for Housing and Technical Resources is £12.773 million. Spend to 19 June 2020 amounts to £0.056 million.

6. Climate Change, Sustainability and Environmental Implications

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

7. Other Implications

7.1. The main risk associated with the Council's Capital Programme is that there is an overspend. The risk has been assessed as low given the detailed project management plans prepared and monitored for each project. The risk of overspend is managed through four weekly Investment Management Meetings.

8. Equality Impact Assessment and Consultation Arrangements

8.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.

8.2. There was also no requirement to undertake any consultation in terms of the information contained in this report.

Paul Manning

Executive Director (Finance and Corporate Resources)

Daniel Lowe

Executive Director (Housing and Technical Resources)

26 August 2020

Link(s) to Council Values/Ambitions/Objectives

◆ Accountable, Effective, Efficient and Transparent

Previous References

◆ South Lanarkshire Council, 25 March 2020

◆ Executive Committee, 24 June 2020

List of Background Papers

◆ Financial ledger to 19 June 2020

Contact for Further Information

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

Lorraine O'Hagan, Finance Manager (Strategy)

Ext: 2601 (Tel: 01698 452601)

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

**South Lanarkshire Council
Capital Expenditure 2020-2021
Housing and Technical Resources Programme (excl HRA)
For Period 1 April 2020 – 19 June 2020**

<u>Housing and Technical Resources (excl HRA)</u>	Base Budget £000	Budget Adjustments £000	Slippage £000	Total Budget £000	Actual Expenditure £000
Office Accommodation	10,797	0	0	10,797	55
Private Housing Scheme of Assistance	1,000	0	0	1,000	0
Other Housing	976	0	0	976	1
TOTAL	12,773	0	0	12,773	56

Report

6

Report to:	Housing and Technical Resources Committee
Date of Meeting:	16 September 2020
Report by:	Executive Director (Finance and Corporate Resources) Executive Director (Housing and Technical Resources)

Subject:	Capital Budget Monitoring 2020/2021 - Housing and Technical Resources (Housing Revenue Account)
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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 Housing and Technical Resources (HRA) for the period 1 April 2020 to 19 June 2020.

2. Recommendation(s)

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

- (1) that the Housing and Technical Resources (HRA) capital programme of £97.303 million, and expenditure of £3.357 million be noted.

3. Background

3.1. This is the first capital monitoring report presented to the Housing and Technical Resources Committee for the financial year 2020/21.

3.2. The budget reflects the approved programme for the year, as approved by South Lanarkshire Council on 26 February 2020.

3.3. The report details the financial position for Housing and Technical Resources (HRA) on Appendix A.

4. Employee Implications

4.1. There are no employee implications contained within this report.

5. Financial Implications

5.1. The Housing Capital Programme for 2020/21 totals £97.303 million and is detailed along with the funding sources at Appendix A to this report.

5.2. The delivery of the HRA Capital Programme for 2020/21 has been affected by the lockdown due to COVID-19. Since the lockdown occurred, little progress has been made on the original planned HIP and New Build Programmes, with sites being temporarily closed down.

5.3. As lockdown eases, the HRA Capital Programme is being reviewed to provide a realistic estimate of anticipated spend levels for 2020/2021. The estimates will reflect the initial lockdown delay, along with the ongoing implications of the requirements of social distancing, as sites get back up and running. Details will be

reported through the agreed Recovery Board arrangements and thereafter to a future meeting of this Committee.

- 5.4. The actual spend to 19 June is £3.357m. In addition to the planned works, there will be higher costs incurred reflecting the overheads from Property Services which will require to be recovered. For HRA capital this is estimated at around £2.185m at present. This is included in actual spend of £3.357m.

6. Climate Change, Sustainability and Environmental Implications

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

7. Other Implications

- 7.1. The main risk associated with the Council's Capital Programme is that there is an overspend. The risk has been assessed as low given the detailed project management plans prepared and monitored for each project. The risk of overspend is managed through four weekly Investment management meetings.

8. Equality Impact Assessment and Consultation Arrangements

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

Paul Manning

Executive Director (Finance and Corporate Resources)

Daniel Lowe

Executive Director (Housing and Technical Resources)

6 August 2020

Link(s) to Council Values/Ambitions/Objectives

- Accountable, Effective, Efficient and Transparent

Previous References

- Executive Committee, 12 August 2020
- Housing & Technical Committee, 17 June 2020

List of Background Papers

- Financial ledger to 19 June 2020

Contact for Further Information

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

Hazel Goodwin, Finance Manager (Resources)

Ext: 2699 (Tel: 01698 452699), E-mail: hazel.goodwin@southlanarkshire.gov.uk

South Lanarkshire Council
Housing Capital Programme 2020/21
As at 19 June 2020

Appendix A

	£m	£m
Anticipated Capital Expenditure 2020/21		97.303
Estimated Financing Position 2020/21		
Capital Receipts – Land Sales	0.000	
Capital Financed From Current Revenue	19.448	
Prudential Borrowing	53.089	
Specific Grant – Scottish Government New Council Houses	22.846	
Specific Grant – Scottish Government Buy Backs	1.800	
Specific Grant – Scottish Government Mortgage to Rent	0.120	
Other Income	0.000	
		<u>97.303</u>
Actual Expenditure to 19 June 2020		3.357
Actual Financing Position to 19 June 2020		
Capital Receipts – Land Sales	0.000	
Capital Financed From Current Revenue	3.357	
Prudential Borrowing	0.000	
Specific Grant – Scottish Government New Council Houses	0.000	
Specific Grant – Scottish Government Buy Backs	0.000	
Specific Grant – Scottish Government Mortgage to Rent	0.000	
Other Income	0.000	
		<u>3.357</u>

Report

7

Report to:	Housing and Technical Resources Committee
Date of Meeting:	16 September 2020
Report by:	Executive Director (Finance and Corporate Resources) Executive Director (Housing and Technical Resources)

Subject:	Revenue Budget Monitoring 2019/2020 - Housing and Technical Resources (Excl Housing Revenue Account (HRA))
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide information on the actual expenditure measured against the revenue budget for the period 1 April 2019 to 31 March 2020 for Housing and Technical Resources (excl HRA)

2. Recommendation(s)

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

- (1) that the Housing and Technical Resources (excl HRA) final outturn position as at 31 March 2020 of an overspend of £0.033 million, after transfers to reserves as detailed in Appendix A of the report, be noted; and
- (2) that the proposed budget virements be approved.

3. Background

3.1. This is the sixth revenue budget monitoring report presented to the Housing and Technical Resources Committee for the financial year 2019/2020.

3.2. The report details the financial position for Housing and Technical Resources (excl HRA) in Appendix A, and then details for the individual services in Appendices B and C.

4. Employee Implications

4.1. There are no employee implications as a result of this report.

5. Financial Implications

5.1. As at 31 March 2020, there was an underspend position against the budget, being £0.401 million. This was the position before transfers to reserves. The Resource position as at 31 March 2020, after approved transfers to reserves were taken into account, was an overspend of £0.033 million.

5.2. The £0.033 million overspend is entirely due to additional and unforeseen Health and Safety costs incurred during March as a result of Covid-19. Further details on the variances for the individual services are detailed in Appendices B and C.

5.3. Virements are proposed to realign budgets. These movements have been detailed in the appendices to 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.

7. Climate Change, Sustainability and Environmental Implications

7.1. There are no issues in relation to climate change, sustainability and environment contained within this report.

8. Equality Impact Assessment and Consultation Arrangements

8.1 This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.

8.2 There is also no requirement to undertake any consultation in terms of the information contained in this report.

Paul Manning

Executive Director (Finance and Corporate Resources)

Daniel Lowe

Executive Director (Housing and Technical Resources)

6 August 2020

Link(s) to Council Values/Ambitions/Objectives

◆ Accountable, Effective, Efficient and Transparent

Previous References

◆ Housing and Technical Resources Committee 16 June 2020

List of Background Papers

◆ Financial ledger and budget monitoring results to 31 March 2020

Contact for Further Information

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

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E-mail: Hazel.Goodwin@southlanarkshire.gov.uk

SOUTH LANARKSHIRE COUNCIL
Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 31 March 2020 (No.14)

Housing and Technical Resources Summary (excl HRA)

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion 31/03/20	Actual 31/03/20	Variance 31/03/20		% Variance 31/03/20	Note
	£000	£000	£000	£000	£000	£000	£000			
Employee Costs	42,260	42,055	205	165	42,260	41,829	431	under	1.0%	
Property Costs	19,836	19,862	(26)	(112)	19,836	19,399	437	under	2.2%	
Supplies & Services	14,078	13,494	584	584	14,078	11,832	2,246	under	16.0%	
Transport & Plant	4,602	4,070	532	532	4,602	4,203	399	under	8.7%	
Administration Costs	3,746	3,759	(13)	(13)	3,746	3,773	(27)	over	(0.7%)	
Payments to Other Bodies	8,406	8,377	29	29	8,406	8,475	(69)	over	(0.8%)	
Payments to Contractors	18,924	17,804	1,120	1,099	18,924	14,249	4,675	under	24.7%	
Transfer Payments	0	0	0	0	0	0	0	-	0.0%	
Financing Charges	154	142	12	12	154	154	0	-	0.0%	
Total Controllable Exp.	112,006	109,563	2,443	2,296	112,006	103,914	8,092	under	7.2%	
Total Controllable Inc.	(94,655)	(92,465)	(2,190)	(2,296)	(94,655)	(86,964)	(7,691)	under recovered	(8.1%)	
Net Controllable Exp.	17,351	17,098	253	0	17,351	16,950	401	under	(2.3%)	
Transfer to Reserves (as at 31/01/20)	0	253	(253)	0	0	434	(434)	under recovered		
Position After Transfers to Reserves (as at 31/01/20)	17,351	17,351	0	0	17,351	17,384	(33)	over	0.2%	

Variance Explanations

Variances are shown in Appendix B and C as appropriate.

Budget Virements

Virements are shown in Appendix B and C as appropriate.

Year End Transfers to Reserves

Year End Transfers to Reserves are shown in Appendix B and C as appropriate.

SOUTH LANARKSHIRE COUNCIL
Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 31 March 2020 (No.14)

Housing Services

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion 31/03/20	Actual 31/03/20	Variance 31/03/20		% Variance 31/03/20	Note
	£000	£000	£000	£000	£000	£000	£000			
Employee Costs	2,720	2,624	96	56	2,720	2,585	135	under	5.0%	1,a
Property Costs	5,376	4,920	456	370	5,376	5,093	283	under	5.3%	2
Supplies & Services	155	164	(9)	(9)	155	169	(14)	over	(9.0%)	
Transport & Plant	122	78	44	44	122	86	36	under	29.5%	
Administration Costs	160	154	6	6	160	167	(7)	over	(4.4%)	
Payments to Other Bodies	3,713	3,674	39	39	3,713	3,734	(21)	over	(0.6%)	
Payments to Contractors	2,918	2,863	55	34	2,918	2,566	352	under	12.1%	3
Transfer Payments	0	0	0	0	0	0	0	-	0.0%	
Financing Charges	10	11	(1)	(1)	10	15	(5)	over	(50.0%)	
Total Controllable Exp.	15,174	14,488	686	539	15,174	14,415	759	under	5.0%	
Total Controllable Inc.	(6,650)	(6,283)	(367)	(473)	(6,650)	(6,384)	(266)	under recovered	(4.0%)	4
Net Controllable Exp.	8,524	8,205	319	66	8,524	8,031	493	under	(5.8%)	
Transfer to Reserves (as at 31/01/20)	0	253	(253)	0		434	(434)	under recovered		i, ii
Position After Transfers to Reserves (as at 31/01/20)	8,524	8,458	66	66	8,524	8,465	59	under	(0.7%)	

Variance Explanations

1. The underspend in Employee Costs relates to the timing of RRTP funding being used to recruit additional homelessness staff. This will be transferred to reserves for use in future years, as noted below.
2. This underspend in Property costs relates to the change in profile of temporary accommodation and income collection rates ahead of forecast, as well as the timing of Furniture spend within the RRTP funding. This will be transferred to reserves for use in future years, as noted below.
3. This reflects the underspend on forecast RRTP payments to external partners which had been in the process of procurement. This will be transferred to reserves for use in future years, as noted below.
4. The under recovery in rental income is due to the timing of properties becoming available for use as Homeless lets.

Budget Virements

- a. Realignment to reflect apprenticeship levy. Net Effect £0.009m: Employee Costs £0.009m.

Year End Transfers to Reserves Forecast, £0.253m. Final Actual, £0.434m

- i. General Homelessness Reserves Transfer. Forecast £0.106m. Final Actual £0.089m.
- ii. Rapid Re-Housing Transition Plan Reserves Transfer. £0.147m. Final Actual £0.345m

SOUTH LANARKSHIRE COUNCIL
Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 31 March 2020 (No.14)

Property Services

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 31/03/20 £000	Actual 31/03/20 £000	Variance 31/03/20 £000		% Variance 31/03/20	Note
Employee Costs	39,540	39,431	109	109	39,540	39,244	296	under	0.7%	1,a
Property Costs	14,460	14,942	(482)	(482)	14,460	14,306	154	under	1.1%	2
Supplies & Services	13,923	13,330	593	593	13,923	11,663	2,260	under	16.2%	3
Transport & Plant	4,480	3,992	488	488	4,480	4,117	363	under	8.1%	4
Administration Costs	3,586	3,605	(19)	(19)	3,586	3,606	(20)	over	(0.6%)	
Payments to Other Bodies	4,693	4,703	(10)	(10)	4,693	4,741	(48)	over	(1.0%)	b
Payments to Contractors	16,006	14,941	1,065	1,065	16,006	11,683	4,323	under	27.0%	5
Transfer Payments	0	0	0	0	0	0	0	-	0.0%	
Financing Charges	144	131	13	13	144	139	5	under	3.5%	
Total Controllable Exp.	96,832	95,075	1,757	1,757	96,832	89,499	7,333	under	7.6%	
Total Controllable Inc.	(88,005)	(86,182)	(1,823)	(1,823)	(88,005)	(80,580)	(7,425)	under recovered	(8.4%)	6
Net Controllable Exp.	8,827	8,893	(66)	(66)	8,827	8,919	(92)	over	1.0%	
Transfer to Reserves (as at 31/01/20)	0	0	0	0		0	0	-		
Position After Transfers to Reserves (as at 31/01/20)	8,827	8,893	(66)	(66)	8,827	8,919	(92)	over	1.0%	

Variance Explanations

- The variance in Employee Costs relates to vacancies which are actively being recruited, or are still under consideration whilst service requirements are determined.
- Estates bad debt provision was forecast to be higher than budget due to the level of bad debts being experienced in shopping centre leases however this issue was not resolved by year-end and resulted in an underspend.
- The level of materials required varies depending on the current workload demands and timing of works on a wide variety of capital and revenue works.
- The level of plant and scaffolding varies depending on the current workload demands and timing of works on a wide variety of capital and revenue works. The COVID-19 lockdown also resulted in a reduction in spend.
- The underspend reflects the level of contractor payments which varies depending on current workload demands and timing of works on a wide variety of capital and revenue works. This is partially offset by the requirement to purchase external professional services within the Projects team, to meet current service demands. The COVID-19 lockdown also resulted in a reduction in spend.
- The level of income recovered varies depending on the current workload and timing for the recovery of income on a wide variety of major capital projects. The COVID-19 lock down had an impact on the level of income recovered in relation to repairs.

Budget Virements

- Realignment to reflect apprenticeship levy. Net Effect £0.151m: Employee Costs £0.151m.
- Realignment to reflect demand for adaptations for the Private Sector Scheme of Assistance. Net Effect £0.111m: Payments to Contractors £0.111m.

Report

8

Report to:	Housing and Technical Resources Committee
Date of Meeting:	16 September 2020
Report by:	Executive Director (Finance and Corporate Resources) Executive Director (Housing and Technical Resources)

Subject:	Revenue Budget Monitoring 2019/2020 - Housing and Technical Resources - Housing Revenue Account (HRA)
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide information on the actual expenditure measured against the revenue budget for the period 1 April 2019 to 31 March 2020 for Housing and Technical Resources (HRA)

2. Recommendation(s)

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

- (1) that the final outturn breakeven position on Housing and Technical Resources' (HRA) revenue budget, as detailed in Appendix A of the report, be noted; and
- (2) that the proposed budget virements be approved.

3. Background

3.1. This is the sixth revenue budget monitoring report presented to the Housing and Technical Resources Committee for the financial year 2019/20.

3.2. The report details the financial position for Housing and Technical Resources (HRA) on Appendix A.

4. Employee Implications

4.1. There are no employee implications as a result of this report.

5. Financial Implications

5.1. As at 31 March 2020, there was a breakeven position against the budget. The breakeven position was after a final transfer to the balance sheet of £0.244 million. The original budget anticipated a drawdown from reserves of £2.608 million would be required. The lower than anticipated drawdown position is primarily due to underspends in bad debt provision, IT milestone payments and employee costs, offset partially by overspends in repairs and an under recovery in rental income. Further details on the variances for the HRA are detailed in Appendix A.

5.2. Virements are proposed to realign budgets. These movements have been detailed in Appendix A of this report.

6. Climate Change, Sustainability and Environmental Implications

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

7. Other Implications

- 7.1. The main risk associated with the Council's Revenue Budget is that there is an overspend. The risk has been assessed as low given the detailed budget management applied across the Resources. The risk is managed through four weekly Budget Monitoring Meetings at which any variance is analysed. In addition, the probable outturn exercise ensures early warning for corrective action to be taken where appropriate.

8. Equality Impact Assessment and Consultation Arrangements

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

Paul Manning

Executive Director (Finance and Corporate Resources)

Daniel Lowe

Executive Director (Housing and Technical Resources)

6 August 2020

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, Effective, Efficient and Transparent

Previous References

- ◆ Housing and Technical Resources Committee, 16 June 2020

List of Background Papers

- ◆ Financial ledger and budget monitoring results to 31 March 2020

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

Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 31 March 2020 (No.14)

Housing Revenue Account

Budget Category	Annual Budget £000	Forecast for Year £000	Annual Forecast Variance £000	Budget Proportion 31/03/20 £000	Actual 31/03/20 £000	Variance 31/03/20 £000		% Variance 31/03/20	Note
Employee Costs	13,526	12,785	741	13,526	12,953	573	under	4.2%	1
Property Costs	43,268	43,099	169	43,268	42,060	1,208	under	2.8%	2, a
Supplies & Services	1,475	1,475	0	1,475	809	666	under	45.2%	3
Transport & Plant	195	195	0	195	224	(29)	over	(14.9%)	
Administration Costs	5,702	5,656	46	5,702	5,633	69	under	1.2%	4
Payments to Other Bodies	3,174	3,126	48	3,174	3,129	45	under	1.4%	
Payments to Contractors	100	105	(5)	100	131	(31)	over	(31.0%)	
Transfer Payments	0	0	0	0	0	0	-	0.0%	
Financing Charges	20,589	20,599	(10)	20,589	20,441	148	under	0.7%	5
Total Controllable Exp.	88,029	87,040	989	88,029	85,380	2,649	under	3.0%	
Total Controllable Income	(100,585)	(100,391)	(194)	(100,585)	(100,942)	357	over recovered	(0.4%)	6, a
Transfer to/(from) Balance Sheet	(2,608)	(1,813)	(795)	(2,608)	244	(2,852)	under recovered	109.4%	7
Net Controllable Exp.	(15,164)	(15,164)	0	(15,164)	(15,318)	154	under	(1.0%)	
Loan Charges	15,164	15,164	0	15,164	15,318	(154)	over	(1.0%)	8
Net Controllable Exp.	0	0	0	0	0	0	-	0.0%	

Variance Explanations

- The variance in Employee Costs relates to an underspend in pension contributions and vacancies, which are being actively recruited or are still under consideration whilst service requirements are determined.
- The variance in Property Costs is due to repairs and grounds maintenance work which is a demand led service and is currently higher than budget. This is offset by an underspend in bad debt provision due to the demands following the roll out of Universal Credit and better than expected collection rates for rental income.
- The variance in Supplies & Services is due slippage in the IT milestone payments for the new system being developed.
- This relates to a minor underspend in the cost of legal fees incurred during the financial year.
- The underspend reflects higher than forecast levels of Interest received on the revenue accounts balances.
- The overall under recovery in rental income is impacted by the timing of new build completions.
- The net impact of the underspends within the service has resulted in a transfer to Balance Sheet reserves rather than the forecast requirement to drawdown from reserves.
- The overspend reflects a slightly higher than forecast level of loan charges for the financial year.

Budget Virements

- Realignment to reflect revised HEEPs project expenditure. Net Effect £0.000m: Property Costs (£1.336m) and Income £1.336m.

Report

9

Report to:	Housing and Technical Resources Committee
Date of Meeting:	16 September 2020
Report by:	Executive Director (Finance and Corporate Resources) Executive Director (Housing and Technical Resources)

Subject:	Revenue Budget Monitoring 2020/2021 - Housing and Technical Resources (excl HRA)
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide information on the actual expenditure measured against the revenue budget for the period 1 April 2020 to 19 June 2020 for Housing and Technical Resources (excl HRA)

2. Recommendation(s)

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

- (1) that the overspend of £0.244 million as at 19 June 2020 on Housing and Technical Resources (excl HRA) revenue budget, as detailed in Appendix A of the report, be noted.

3. Background

3.1. This is the first revenue budget monitoring report presented to the Housing and Technical Resources Committee for the financial year 2020/2021.

3.2. The report details the financial position for Housing and Technical Resources (excl HRA) in Appendix A, then details for the individual services in Appendices B and C, and outlines the additional COVID-19 costs in Appendix D.

4. Employee Implications

4.1. There are no employee implications as a result of this report.

5. Financial Implications

5.1. As at 19 June 2020, there is a overspend of £0.244 million against the phased budget.

5.2. The overspend is caused by additional expenditure in relation to the COVID-19 response including additional expenditure for temporary accommodation costs for homeless people and the cost of additional health and safety measures employees and service users.

5.3. The COVID-19 lock down has also had an impact on the Property Services section which provides the property investment, repairs and maintenance service to the HRA and other Resources Capital and Revenue budgets. The section continues to incur non variable costs which require to be offset by income recovery, therefore a recharge of £9.538 million has been required to date to these budgets to cover fixed costs.

6. Climate Change, Sustainability and Environmental Implications

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

7. Other Implications

7.1. The main risk associated with the Council's Revenue Budget is that there is an overspend. The risk has been assessed as low given the detailed budget management applied across the Resources. The risk is managed through four weekly Budget Monitoring Meetings at which any variance is analysed. In addition, the probable outturn exercise ensures early warning for corrective action to be taken where appropriate.

7.2. There are no implications for sustainability in terms of the information contained in this report.

8. Equality Impact Assessment and Consultation Arrangements

8.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.

8.2. There is also no requirement to undertake any consultation in terms of the information contained in this report.

Paul Manning

Executive Director (Finance and Corporate Resources)

Daniel Lowe

Executive Director (Housing and Technical Resources)

6 August 2020

Link(s) to Council Values/Ambitions/Objectives

◆ Accountable, Effective, Efficient and Transparent

Previous References

◆ Executive Committee, 12 August 2020

List of Background Papers

◆ Financial ledger and budget monitoring results to 19 June 2020

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

Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 19 June 2020 (No.3)

Housing and Technical Resources Summary (excl HRA)

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion 19/06/20	Actual 19/06/20	Variance 19/06/20		% Variance 19/06/20	Notes
Employee Costs	43,252	43,252	0	0	8,620	8,220	400	under	4.6%	
Property Costs	16,603	16,603	0	0	3,512	3,866	(354)	over	(10.1%)	
Supplies & Services	14,086	14,086	0	0	2,950	677	2,273	under	77.1%	
Transport & Plant	4,612	4,612	0	0	967	630	337	under	34.9%	
Administration Costs	3,805	3,805	0	0	806	796	10	under	1.2%	
Payments to Other Bodies	7,596	7,596	0	0	1,315	1,328	(13)	over	(1.0%)	
Payments to Contractors	18,661	18,661	0	0	3,978	953	3,025	under	76.0%	
Transfer Payments	0	0	0	0	0	0	0	-	0.0%	
Financing Charges	153	153	0	0	29	26	3	under	10.3%	
Total Controllable Exp.	108,768	108,768	0	0	22,177	16,496	5,681	under	25.6%	
Total Controllable Inc.	(94,774)	(94,774)	0	0	(19,708)	(13,783)	(5,925)	under recovered	(30.1%)	
Net Controllable Exp.	13,994	13,994	0	0	2,469	2,713	(244)	over	9.9%	
Transfer to Reserves as at (19/06/20)	0	0	0	0	0	0	0	-		
Position After Transfers to Reserves (19/06/20)	13,994	13,994	0	0	2,469	2,713	(244)	over	9.9%	

Variance Explanations

Variances are shown in Appendix B and D as appropriate.

Budget Virements

Virements are shown in Appendix B and C as appropriate.

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 19 June 2020 (No.3)

Housing Services

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion 19/06/20	Actual 19/06/20	Variance 19/06/20		% Variance 19/06/20	Notes
Employee Costs	2,782	2,782	0	0	559	514	45	under	8.1%	
Property Costs	5,266	5,266	0	0	368	398	(30)	over	(8.2%)	
Supplies & Services	165	165	0	0	13	4	9	under	69.2%	
Transport & Plant	118	118	0	0	10	0	10	under	100.0%	
Administration Costs	178	178	0	0	25	28	(3)	over	(12.0%)	
Payments to Other Bodies	4,145	4,145	0	0	754	755	(1)	over	(0.1%)	
Payments to Contractors	2,655	2,655	0	0	471	471	0	-	0.0%	
Transfer Payments	0	0	0	0	0	0	0	-	0.0%	
Financing Charges	10	10	0	0	3	0	3	under	100.0%	
Total Controllable Exp.	15,319	15,319	0	0	2,203	2,170	33	under	1.5%	
Total Controllable Inc.	(6,776)	(6,776)	0	0	(1,035)	(1,002)	(33)	under recovered	(3.2%)	
Net Controllable Exp.	8,543	8,543	0	0	1,168	1,168	0	-	0.0%	
Transfer to Reserves as at (19/06/20)	0	0	0	0	0	0	0	-		
Position After Transfers to Reserves (19/06/20)	8,543	8,543	0	0	1,168	1,168	0	-	0.0%	

Variance Explanations

None.

Budget Virements

None.

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 19 June 2020 (No.3)

Property Services

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion 19/06/20	Actual 19/06/20	Variance 19/06/20		% Variance 19/06/20	Notes
Employee Costs	40,470	40,470	0	0	8,061	7,706	355	under	4.4%	1
Property Costs	11,337	11,337	0	0	3,144	3,242	(98)	over	(3.1%)	2
Supplies & Services	13,921	13,921	0	0	2,937	660	2,277	under	77.5%	3
Transport & Plant	4,494	4,494	0	0	957	630	327	under	34.2%	4
Administration Costs	3,627	3,627	0	0	781	763	18	under	2.3%	
Payments to Other Bodies	3,451	3,451	0	0	561	573	(12)	over	(2.1%)	
Payments to Contractors	16,006	16,006	0	0	3,507	482	3,025	under	86.3%	5
Transfer Payments	0	0	0	0	0	0	0	-	0.0%	
Financing Charges	143	143	0	0	26	26	0	-	0.0%	
Total Controllable Exp.	93,449	93,449	0	0	19,974	14,082	5,892	under	29.5%	
Total Controllable Inc.	(87,998)	(87,998)	0	0	(18,673)	(12,781)	(5,892)	under recovered	(31.6%)	6
Net Controllable Exp.	5,451	5,451	0	0	1,301	1,301	0	-	0.0%	
Transfer to Reserves as at (19/06/20)	0	0	0	0	0	0	0	-		
Position After Transfers to Reserves (19/06/20)	5,451	5,451	0	0	1,301	1,301	0	-	0.0%	

Variance Explanations

- The variance in Employee Costs relates to vacancies which are actively being recruited, or are still under consideration whilst service requirements are determined. An element of the underspend is also due to lower levels of overtime as a result of Covid-19 lockdown.
- Estates bad debt provision is forecast to be higher than budget due to the level of bad debts being experienced across the portfolio but in particular the majority of this is expected to be in relation to a major shopping centre lease.
- The COVID-19 lockdown has impacted on the level of materials required. This varies depending on the current workload demands and timing of works on a wide variety of capital and revenue works.
- The COVID-19 lockdown has impacted on the level of plant and scaffolding required. This varies depending on the current workload demands and timing of works on a wide variety of capital and revenue works.
- The COVID-19 lockdown has impacted on the level of Sub Contractors required. This varies depending on the current workload demands and timing of works on a wide variety of capital and revenue works.
- The level of income recovered varies depending on the current workload and timing for the recovery of income on a wide variety of major capital and revenue works. The COVID-19 lockdown has had an impact on the level of income recovered as can be seen from the underspends above. The service continues to incur non variable costs which require to be offset by income recovery, therefore a recharge of £9.548m has been required to date to Resources revenue and capital budgets to cover these fixed costs.

Budget Virements

None

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 19 June 2020 (No.3)

Housing and Technical Resources Summary (excl HRA) - Covid-19

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion 19/06/20	Actual 19/06/20	Variance 19/06/20		% Variance 19/06/20	Notes
Employee Costs	0	0	0	0	0	0	0	-	0.0%	
Property Costs	0	0	0	0	0	226	(226)	over	0.0%	1
Supplies & Services	0	0	0	0	0	13	(13)	over	0.0%	
Transport & Plant	0	0	0	0	0	0	0	-	0.0%	
Administration Costs	0	0	0	0	0	5	(5)	over	0.0%	
Payments to Other Bodies	0	0	0	0	0	0	0	-	0.0%	
Payments to Contractors	0	0	0	0	0	0	0	-	0.0%	
Transfer Payments	0	0	0	0	0	0	0	-	0.0%	
Financing Charges	0	0	0	0	0	0	0	-	0.0%	
Total Controllable Exp.	0	0	0	0	0	244	(244)	over	0.0%	
Total Controllable Inc.	0	0	0	0	0	0	0	-	0.0%	
Net Controllable Exp.	0	0	0	0	0	244	(244)	over	0.0%	
Transfer to Reserves as at (19/06/20)	0	0	0	0	0	0	0	-		
Position After Transfers to Reserves (19/06/20)	0	0	0	0	0	244	(244)	over	0.0%	

Variance Explanations

- The majority of this additional expenditure is for temporary accommodation costs for homeless people and the cost of additional Health and Safety measures for Housing and Property Staff and service users.

Budget Virements

None

Report

10

Report to:	Housing and Technical Resources Committee
Date of Meeting:	16 September 2020
Report by:	Executive Director (Finance and Corporate Resources) Executive Director (Housing and Technical Resources)

Subject:	Revenue Budget Monitoring 2020/2021 - Housing and Technical Resources - Housing Revenue Account (HRA)
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide information on the actual expenditure measured against the revenue budget for the period 1 April 2020 to 19 June 2020 for Housing and Technical Resources (HRA)
- ◆ provide a forecast for the year to 31 March 2021

2. Recommendation(s)

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

- (1) that the breakeven position on Housing and Technical Resources' (HRA) revenue budget, as detailed in Appendix A of the report, and the forecast to 31 March 2021 of a breakeven position, be noted.

3. Background

3.1. This is the first revenue budget monitoring report presented to the Housing and Technical Resources Committee for the financial year 2020/21.

3.2. The report details the financial position for Housing and Technical Resources (HRA) at Appendix A.

4. Employee Implications

4.1. There are no employee implications as a result of this report.

5. Financial Implications

5.1. As at 19 June 2020, there is a breakeven position against the phased budget. The forecast for the budget to 31 March 2021 is also a breakeven position. This reflects the impact of COVID-19 being managed within the overall HRA finances by drawdown from reserves in the current year.

5.2. The impact of COVID-19 on the budget continues to be monitored. There has been a reduced volume of repairs completed to date, but this is not expected to continue. There has also been an increase in the rental debt levels in comparison to previous years which would have the impact of requiring increased bad debt provision levels

at the end of the year. The annual rental income projections for the year are expected to be lower as a result of COVID-19 delaying the completion of expected new properties assumed within the budget.

- 5.3. The COVID-19 lock down has had an impact on the Property Services section which provides the property repairs and maintenance service to the HRA. The section continues to incur non variable costs which require to be offset by income recovery, therefore a recharge of £4.635 million has been required to date to HRA revenue budget to cover these fixed costs.

6. Climate Change, Sustainability and Environmental Implications

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

7. Other Implications

- 7.1. The main risk associated with the Council's Revenue Budget is that there is an overspend. The risk has been assessed as low given the detailed budget management applied across the Resources. The risk is managed through four weekly Budget Monitoring Meetings at which any variance is analysed. In addition, the probable outturn exercise ensures early warning for corrective action to be taken where appropriate.

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

8 Equality Impact Assessment and Consultation Arrangements

- 8.1 This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.

- 8.2 There is also no requirement to undertake any consultation in terms of the information contained in this report.

Paul Manning

Executive Director (Finance and Corporate Resources)

Daniel Lowe

Executive Director (Housing and Technical Resources)

6 August 2020

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, Effective, Efficient and Transparent

Previous References

- ◆ Executive Committee, 12 August 2020

List of Background Papers

- ◆ Financial ledger and budget monitoring results to 19 June 2020

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

Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 19 June 2020 (No.3)

Housing Revenue Account

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion 19/06/20	Actual 19/06/20	Variance 19/06/20		% Variance 19/06/20	Notes
Employee Costs	13,721	13,721	0	0	2,734	2,668	66	under	2.4%	1
Property Costs	46,661	46,661	0	0	8,114	7,033	1,081	under	13.3%	2
Supplies & Services	996	996	0	0	94	89	5	under	5.3%	
Transport & Plant	195	195	0	0	19	18	1	under	5.3%	
Administration Costs	5,644	5,644	0	0	804	776	28	under	3.5%	
Payments to Other Bodies	3,176	3,176	0	0	682	682	0	-	0.0%	
Payments to Contractors	100	100	0	0	5	0	5	under	100.0%	
Transfer Payments	0	0	0	0	0	0	0	-	0.0%	
Financing Charges	19,448	19,448	0	0	3,357	3,357	0	-	0.0%	
Total Controllable Exp.	89,941	89,941	0	0	15,809	14,623	1,186	under	7.5%	
Total Controllable Inc.	(107,634)	(107,634)	0	0	(18,052)	(17,730)	(322)	under recovered	(1.8%)	3
Transfer to/(from) Balance Sheet	(315)	(315)	0	0	(69)	795	(864)	under recovered	(1,252.2%)	4
Net Controllable Exp.	(18,008)	(18,008)	0	0	(2,312)	(2,312)	0	-	0.0%	
Loan Charges	18,008	18,008	0	0	3,947	3,947	0	-		
Net Controllable Exp.	0	0	0	0	1,635	1,635	0	-	0.0%	

Variance Explanations

1. The variance in Employee Costs is due to higher than anticipated staff turnover.
2. The variance in Property Costs is due to repairs and maintenance work as there is a reduced demand in relation to the level and type of repairs and maintenance that can be carried out due to lockdown. This saving would have been larger however a charge of £4.6m has been required to the General Fund to cover the fixed costs of the service.
3. The rental income assumed additional new build properties would be available during 2020/21 but delayed due to COVID-19.
4. The underspend on repairs to date requires to be transferred to balance sheet until required. This may be this year when lockdown eases and actions are taken to undertake repairs that have not been able to be completed.

Report

11

Report to:	Housing and Technical Resources Committee
Date of Meeting:	16 September 2020
Report by:	Executive Director (Finance and Corporate Resources) Executive Director (Housing and Technical Resources)

Subject:	Housing and Technical Resources – Workforce Monitoring – May to July 2020
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for May to July 2020 relating to Housing and Technical Resources

2. Recommendation(s)

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

(1) that the following employment information for May to July 2020 relating to Housing and Technical Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ staffing watch as at 13 June 2020

3. Background

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

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of July 2020 for Housing and Technical Resources.

The Resource absence figure for July 2020 was 2.7%, this figure remains unchanged when compared to last month and is 0.4% higher than the Council-wide figure. Compared to July 2019, the Resource absence figure has decreased by 1.9%.

Based on the absence figures at July 2020 and annual trends, the projected annual average absence for the Resource for 2020/2021 is 4.6%, compared to a Council-wide average figure of 4.5%.

For the financial year 2020/2021, the projected average days lost per employee equates to 7.2 days, compared with the overall figure for the Council of 7.5 days per employee.

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

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

4.2. Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 82 referrals were made this period. This represents a decrease of 117 when compared with the same period last year. Whilst supports to employees continue, the number of physiotherapy referrals has reduced primarily as a result of lockdown and the changed nature of services in response to Covid-19.

4.3. Accident/Incident Statistics (Appendix 2)

There was 1 accident/incident recorded within the Resource this period, a decrease of 14 when compared to the same period last year.

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

During the period, 2 disciplinary hearings were held within the Resource, this figure remains unchanged when compared to last year. During this period no appeals were heard by the Appeals Panel. Two grievances were raised within the Resource, this figure has increased by 1 when compared to the same period last year. Two Dignity at Work complaints were raised within the Resource, this figure has increased by 2 when compared to the same period last year.

4.5. Analysis of Leavers (Appendix 2)

There was a total of 1 leaver in the Resource this period eligible for an exit interview. This figure has decreased by 9 when compared with the same period last year. No exit interviews were conducted.

4.6. When processing an employee termination, managers were asked to identify whether they intended to replace the employee who had left the Council. If they indicated that they did not intend to replace the employee, they were asked to select from 3 options:-

- ◆ plan to hold for savings
- ◆ fill on a fixed term basis pending savings
- ◆ transfer budget to another post
- ◆ end of fixed term contract

4.7. Appendix 2a provides a breakdown of vacant posts and whether these are being replaced or held for savings. In the period May to July 2020, 8 employees in total left employment (7.21 FTE) and managers indicated that all posts are being filled.

5. Staffing Watch

- 5.1. There has been a decrease of 5 in the number of employees in post from 14 March 2020 to 13 June 2020.

6. Employee Implications

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

7. Financial Implications

- 7.1. All financial implications are accommodated within existing budgets.

8. Climate Change, Sustainability and Environmental Implications

- 8.1. There are no Climate Change, Sustainability and Environmental Implications in terms of the information contained within this report.

9. Other Implications

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

10. Equality Impact Assessment and Consultation Arrangements

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

Paul Manning

Executive Director (Finance and Corporate Resources)

Daniel Lowe

Executive Director (Housing and Technical Resources)

17 August 2020

Link(s) to Council Values/Ambitions/Objectives

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

Previous References

- ◆ Housing and Technical Resources, 17 June 2020

List of Background Papers

- ◆ Monitoring information provided by Finance and Corporate Resources

Contact for Further Information

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

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

APT&C				Manual Workers				Resource Total				Council Wide							
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021				
April	3.9	3.9	4.1	April	6.5	6.7	3.5	April	4.9	5.0	3.8	April	4.1	4.0	4.4				
May	3.6	4.2	2.8	May	6.5	5.1	2.0	May	4.8	4.5	2.5	May	4.2	4.4	3.1				
June	4.0	4.8	3.2	June	6.2	5.0	2.0	June	4.9	4.9	2.7	June	4.3	4.4	2.7				
July	3.7	4.1	2.7	July	6.3	5.4	2.7	July	4.8	4.6	2.7	July	3.4	3.4	2.3				
August	4.1	4.0		August	5.5	5.7		August	4.6	4.7		August	3.6	3.7					
September	4.5	4.4		September	6.2	5.8		September	5.2	5.0		September	4.4	4.5					
October	4.3	4.3		October	5.9	6.6		October	4.9	5.2		October	4.4	4.6					
November	4.8	5.5		November	6.5	6.1		November	5.5	5.7		November	5.1	5.5					
December	4.4	5.2		December	6.5	6.3		December	5.3	5.6		December	4.8	5.7					
January	4.2	5.8		January	7.0	5.9		January	5.3	5.8		January	4.9	5.3					
February	4.2	5.8		February	6.6	5.7		February	5.2	5.8		February	5.2	5.6					
March	4.2	5.1		March	7.3	6.5		March	5.5	5.7		March	4.9	6.2					
Annual Average	4.2	4.8	4.4	Annual Average	6.4	5.9	4.9	Annual Average	5.1	5.2	4.6	Annual Average	4.4	4.8	4.5				
Average Apr-Jul	3.8	4.3	3.2	Average Apr-Jul	6.4	5.6	2.6	Average Apr-Jul	4.9	4.8	2.9	Average Apr-Jul	4.0	4.1	3.1				
No of Employees at 31 July 2020				873	No of Employees at 31 July 2020				566	No of Employees at 31 July 2020				1439	No of Employees at 31 July 2020				15708

For the financial year 2020/21, the projected average days lost per employee equates to 7.2 days.

Housing and Technical Resources

	May-Jul 2019	May-Jul 2020
Medical Examinations		
Number of Employees Attending	68	38
Employee Counselling Service		
Total Number of Referrals	21	8
Physiotherapy Service		
Total Number of Referrals	78	11
Referrals to Employee Support Officer	28	22
Referrals to Cognitive Behaviour Therapy	4	3
Total	199	82

Cause of accidents/incidents	May-Jul 2019	May-Jul 2020
Over 7 day absences	3	0
Over 3 day absences**	1	0
Minor	5	1
Near Miss	1	0
Violent Incident: Physical****	1	0
Violent Incident: Verbal*****	4	0
Total Accidents/Incidents	15	1

*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	May-Jul 2019	May-Jul 2020
Total Number of Hearings	2	2

Time Taken to Convene Hearing May - Jul 2020

0-3 Weeks	4-6 Weeks	Over 6 Weeks
0	0	2

Record of Grievance Hearings	May-Jul 2019	May-Jul 2020
Number of Grievances	1	2
Still in Progress	1	2

Record of Dignity at Work	May-Jul 2019	May-Jul 2020
Number of Incidents	0	2
Still in Process	0	2

Analysis of Reasons for Leaving	May-Jul 2019	May-Jul 2020
Personal Reasons	1	0
Childcare/caring responsibilities	1	0
Other	1	0
Number of Exit Interviews conducted	3	0

Total Number of Leavers Eligible for Exit Interview	10	1
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Percentage of interviews conducted	30%	0%
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Appendix 2a

	May 2020 - July 2020		Cumulative total (Apr 20 - Mar 21)	
	FTE*	H/C**	FTE	H/C
Terminations/Leavers	7.21	8	11.24	13
Being replaced	7.21	8	11.24	13
Held pending savings	0.00	0	0.00	0
Filled on fixed term basis	0.00	0	0.00	0
Budget transfer to other post	0.00	0	0.00	0
End of fixed term contract	0.00	0	0.00	0

* Full time equivalent

** Head count/number of employees

**JOINT STAFFING WATCH RETURN
HOUSING & TECHNICAL RESOURCES**

1. As at 13 June 2020

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
826	26	308	130	1290					
*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
1.00	202.46	640.77	348.02	30.46	10.00	2.00	0.00	0.00	1234.71

1. As at 14 March 2020

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
834	26	305	130	1295					
*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
1.00	202.72	643.39	347.80	32.46	11.00	2.00	0.00	0.00	1240.37

Report

12

Report to:	Housing and Technical Resources Committee
Date of Meeting:	16 September 2020
Report by:	Executive Director (Housing and Technical Resources)

Subject:	Housing and Technical Resource Plan 2020/2021
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ present the Housing and Technical Resource Plan 2020/2021 for consideration and endorsement

2. Recommendations

2.1. The Committee is asked to approve the following recommendations:-

- (1) that the Resource Plan 2020/2021 attached as Appendix 1, be endorsed and referred to the Executive Committee for approval;
- (2) that the Resource Plan 2020/2021 be uploaded on to the council's website once approved by the Executive Committee; and
- (3) that a Quarter 2 Progress Report on the Resource Plan 2020/2021 be provided to a future meeting of the Committee.

3. Background

3.1. The Resource Plan sets out the priorities, objectives and actions to be managed and delivered by the Resource for the financial year.

3.2. The Resource Plan follows the agreed corporate structure and style. The Plan is a key element of the council's performance management arrangements. It provides details of the context within which the Resource operates and establishes actions and measures for the year ahead based on the objectives set out in the Council Plan Connect 2017 to 2022.

3.3. Performance management is a keystone of Best Value and ensures that the council can demonstrate sound governance arrangements. The Resource Plan is one part of the council's framework for planning and budgeting and demonstrates how this leads to effective front line service delivery.

3.4. As part of this framework the Resource Plan reflects the aspirations of the Council Plan and the Community Plan as well as being complemented by the details of individual Service, Business and other Plans. Ultimately, these details are included in the key work objectives of individual officers. This demonstrates the 'Golden Thread' of performance management which ensures a clear understanding of the council's vision, values, ambitions and objectives at all levels.

3.5. The current format for performance reporting has been established since 2007 and is used for Executive Directors' reports to the Chief Executive, Resource Management Teams and Resource Committees. The focus has been on reporting progress on

council objectives, statutory performance indicators, other key performance measures and high level Resource priorities.

- 3.6. In preparing the Plan, account has also been taken of the need to ensure a robust response to Risk Management and Control. Risks associated with delivery of the actions in this Resource Plan have been identified and evaluated and are listed in the Resource Risk Register. Where necessary, controls or further actions to mitigate these risks have been agreed. Such actions are tracked through the Resource Risk Control Plan which is kept under review by the Risk Sponsor for the Resource.

4. Resource Plan 2020-21

- 4.1. The Resource Plan 2020/2021 is attached as Appendix 1 and is structured around the following headings:-

1. Introduction
2. Key areas for the year ahead
3. Resource objectives/outcomes
4. Measures and actions
5. Resourcing the Plan

- 4.2. Resource Objectives 2020/2021

The Resource has established a number of objectives to support the delivery of the Connect priorities in 2020/2021. These are detailed in Appendix 2. To support these objectives, the Resource has developed performance measures and an action plan which are set out in section 4 of the Resource Plan. A selection of these will be included in the Council Plan Connect Quarter 2 and Quarter 4 Progress Reports 2020/2021, with the rest being monitored and reported at Resource level.

- 4.3. Monitoring and reporting

As part of the performance management arrangements, the Committee will also receive a mid-year update of progress on the measures in the Resource Plan – Quarter 2 Progress Report 2020/2021.

5. Employee Implications

- 5.1. The objectives noted within the Resource Plan will inform the Service Action Plans, where applicable, and in turn the Performance Appraisal process for individual employees.

6. Financial Implications

- 6.1. The objectives within the Resource Plan are reflected in the respective Resource Revenue and Capital budgets and, longer term, within the framework of the council's approved Financial Strategy.

7. Climate Change, Sustainability and Environmental Implications

- 7.1. There are no climate change implications, sustainability or environments implications as a result of this report.

8. Other Implications

- 8.1. The Community Plan 2017 to 2027 was agreed at the Community Planning Partnership Board on 11 October 2017. A significant element of the delivery of the outcomes in the Community Plan will come through the achievement of the actions contained within Connect.

- 8.2. Resource Plan actions are assessed as part of the Resource's risk management arrangements and relevant issues have been added to the Resource Risk Register.

8.3. The Resource Plan takes into account Resource responsibilities in relation to sustainable development.

9. Equality Impact Assessment and Consultation Arrangements

9.1. Many of the actions detailed within the Resource Plan reflect ongoing strategies and policies which will be or have been the subject of consultation and equality impact assessment.

Daniel Lowe

Executive Director (Finance and Corporate Resources)

20 August 2020

Link(s) to Council Values/Objectives

- The Resource Plan has been structured upon the Vision, Values, Ambitions and Objectives in the Council Plan Connect 2017-22

Previous References

- Housing and Technical Resource Plan Quarter 4 Progress Report 2018-19 and Housing and Technical Resource Plan 2019-20 – 4 September 2019

List of Background Papers

- Council Plan Connect 2017-22
- Housing and Technical Resource Plan

Contact for Further Information

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

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Housing and Technical Resources

Housing and Technical Resource Plan 2020-21

Section	Contents	Page
1.0	Introduction	1
2.0	Key areas of focus for the year ahead	2
3.0	Resource objectives/outcomes	4
4.0	Measures and actions	5
5.0	Resourcing the Plan	10

Section One – Introduction

I am pleased to introduce our Resource Plan for 2020-21 which sets out our objectives and priorities for the coming year. This is the main annual business planning document for the Resource and all of its employees. It reflects the council's key priorities as set out in the Council Plan 'Connect' and provides an overview of the Resource's main areas of activity.

This plan demonstrates our clear commitment to deliver on the priorities set out in 'Connect' and the vision, "to improve the quality of life of everyone in South Lanarkshire".

There are two services within Housing and Technical Resources which help to ensure that the council operates successfully in an increasingly complex and challenging environment, and although diverse, each service is essential to the running of the council and the delivery of its vision, values and priorities.

Housing Services is the fourth largest social landlord in Scotland and is responsible for providing a wide range of front-line services. We manage over 24,900 homes and provide a comprehensive range of services to the wider community to help prevent and alleviate homelessness. The service provides housing support to households and helps to achieve independent living and improved levels of tenancy sustainment, and also supports Syrian refugee households settle in our communities. The service also manages over 60 Sheltered Housing complexes.

Property Services are responsible for managing the council's portfolio of properties and land and is split between three services, Building Services, Assets and Estates and Consultancy Services. These services have many responsibilities including working with all the Resources to develop, design, procure and, where appropriate, deliver property construction programmes and maintenance works, including the out of hours repairs service and properties for sale and lease. The Service carries out electrical testing and gas safety checks, ensuring that all homes that require a gas safety certificate have one, and also carries out repair works to other Council properties.

This Resource Plan has been prepared in the context of the COVID-19 pandemic and the measures the council has taken to minimise its spread and support communities. The long-term impact on the council and its services, including the financial impact, will not be fully understood for some time. However, all Resources have prepared Recovery Plans which will be developed in parallel with the Resource Plans.

Daniel Lowe
Executive Director
Housing and Technical Resources

Section Two – Key areas of focus for the year ahead

2.0. Overview

The Resource has identified the main challenges, risks and new developments which will have significant impact on the delivery of services in the coming year. These are outlined briefly below.

2.1. COVID-19 - Response and Recovery

Housing and Technical Resources will continue to prioritise ensuring services are delivered to address continuing and emerging challenges presented by COVID 19. Our priority will continue to be placed upon ensuring effective delivery of critical services, taking full account of the continuing or emerging issues which are faced by customers, staff and the service stemming from COVID 19.

2.2. Service Resumption and Reinvention

Housing and Technical Resources have detailed plans to move on a managed basis to resume services that have been withdrawn or reduced/impacted in light of the COVID 19 restrictions. It is important to recognise that these plans are informed by and dependent on guidance issued by the Scottish Government. As such in developing these plans consideration requires to be given to staff and their wellbeing and to the appropriate use of assets and finances.

The Recovery Plan in place will remain under constant review and be amended as a result of changing guidance as well as other factors including competing council priorities for resources (facilities/services/transport/PPE etc.) and also the financial constraints that may arise.

A number of the service and working arrangements which have been put in place to deliver services in the context of the public health crisis have proved to be both efficient and effective.

These range in scale and significance, from revision of service access and methods of service delivery, to more effective use of on-line tools for communication, all of which will be considered for permanent implementation.

2.3. Service Response to Brexit

The potential impacts of Brexit continue to be a source of great uncertainty. In relation to Housing and Technical Resources, potential consequences include rising demand on Housing Services, the costs for building materials, supplies and services and possible skills shortages across the construction sector. The Resource will continue to monitor the potential impact of the withdrawal process on service delivery as the year progresses.

2.4. Financial Considerations

In order to continue to maintain, invest and meet legislative requirements for council housing and services, maximising rental income and minimising tenant arrears will continue to be a priority for the Resource. However, we recognise that the current situation will be having a significant impact to the financial capacity or security of many. It is therefore our intention to continue to provide advice and assistance where necessary to support our tenants and customers through these difficult times.

2.5. Preventing and Alleviating Homelessness

The forthcoming year will be a pivotal year for Homelessness in South Lanarkshire and the Resource will continue to ensure that services are developed and delivered to meet requirements. We will work closely with our partners to address the priorities identified in the Rapid Re-housing Transition Plan. We will continue with our approach in delivering our Housing Options service with a focus on homeless prevention to support and assist people who are homeless or at risk of becoming so and to ensure access to settled accommodation for homeless households.

2.6. Continuing to improve the supply and availability of housing

The Resource will continue with its plan to increase the supply of affordable housing. As well as increasing the supply of affordable Council Housing through new build programme and open market purchases, the Resource will also continue to meet housing needs by letting houses efficiently, effectively and fairly.

2.7. Health and Social Care

Continue to contribute to the planning and delivery of services provided through the Health and Social Care partnership and ensure effective alignment in relation to strategic planning for housing and homelessness.

2.8. Development of Integrated Housing and Property Management System

The development and implementation of the new integrated housing and property management system will remain a key development for the Resource during 2020/21. This will progress in tandem with ensuring effective operation of existing systems to meet statutory and regulatory requirements and further digitisation of services that will enhance our interactions with customers.

2.9. Health and Safety

Health and Safety legislation and regulations will remain a key area for the Resource to maximise efforts to reduce accidents, and comply with all current and emerging health and safety legislation for Council buildings and Housing, developing and promoting a safe environment for employees and customers.

2.10. Asset Management

The Resource will continue to manage the property and commercial portfolio of the Council, ensuring it continues to meet requirements in terms of scale, location, condition, suitability and corporate image. Corporate Standards will be reviewed to ensure they are kept in a good condition, well maintained, well used and energy and cost efficient.

In relation to Council Housing, a key priority will be to ensure provision of well maintained, appropriate quality housing which meets the need of existing and future tenants. The approved 2020/21 Capital Programme reflects the level of investment required to continue to maintain the Scottish Housing Quality Standard and to achieve the Energy Efficiency Standard for Social Housing (ESSH).

Section Three – Resource objectives/outcomes

3.1. Resource Objectives

Housing and Technical Resources has established the following Resource objectives to support the delivery of Connect priorities in 2020-21.

Connect Priority	Resource Objectives
Ensure communities are safe, strong and sustainable	<ul style="list-style-type: none"> • Improve the availability, quality and access of housing • Work with communities and partners to promote high quality, thriving and sustainable communities • Ensure schools and other places of learning are inspirational
Promote sustainable and inclusive economic growth and tackle disadvantage	<ul style="list-style-type: none"> • Improve the quality of life in the most disadvantaged communities in South Lanarkshire
Get it right for children and young people	<ul style="list-style-type: none"> • Contribute to the council's objective to protect vulnerable children, young people and adults
Improve health, care and wellbeing	<ul style="list-style-type: none"> • Improve later life • Deliver better health and social care outcomes for all

3.2. Delivering the Plan and achieving Best Value

In working towards the four priorities, the council aims to continually improve and ensure effective and efficient use of resources, and our business will be conducted with integrity, transparency and will operate to the highest standards.

Housing and Technical Resources has established the following Resource objectives to support Delivering the Plan and achieving Best Value.

Delivering the Plan and achieving Best Value	Resource Objectives
	<ul style="list-style-type: none"> • Provide sound financial stewardship for the council • Deliver and communicate the Council Plan and ensure high standards of governance • Support local democracy, council committees, Integrated Joint Board, elected members and senior managers • Promote equality and the well-being of staff • Develop and implement effective financial strategies • Implement a digital and ICT strategy that meets business needs • Develop improvement activity and promote scrutiny • Improve the skills, flexibility and capacity of the workforce

Section Four – Measures and actions

4.0. Performance measures and action plan

This section of the Resource Plan is divided into two parts: part (a) sets out our main performance measures against our objectives; and part (b) describes the key actions we will take in the coming year to respond to the challenges ahead and improve services and outcomes.

4.a. How we will measure our performance

Resource Objective:	Improve the availability, quality and access of housing			
Measure	Baseline	Annual target	Links	Service
1. % of lets to Urgent housing (UH) need households	51.4%	50.0%	C4.1	Housing
2. % of homeless and potentially homeless decision notifications issued within 28 days of date of initial presentation	99.8%	98.0%	C4.1	Housing
3. Average length of time in temporary accommodation	102 days	120 days	SG	Housing
4. % of households requiring temporary accommodation to whom an offer was made	100%	100%	SG	Housing
5. % of temporary accommodation offers refused	6.24%	12%	SG	Housing
6. % of new tenancies sustained for more than a year by source of let	90.1%	88%	C4.1 SSHC	Housing
7. Number of times we did not meet our obligation to provide suitable accommodation.	0	0	SG	Housing
8. Average time taken to re-let	22 days	26 days	SSHC	Housing
9. % of rent due in the year that was lost due to voids (Operational void rent loss)	0.49%	0.56%	SSHC	Housing
10. % of total void rent loss	1.35%	1.42%	SSHC	Housing
11. % of tenancy offers refused during the year	30.8%	N/A	SSHC	Housing
12. % of response repairs completed on time	96%	90%	C4.3 SSHC	Property
13. Average length of time to complete emergency repair	3 hours 44 minutes	12 hours	SSHC	Property
14. Average length of time to complete non-emergency repair	14.19 days	28 days	SSHC LGBF	Property
15. % of reactive repairs completed first time right	99%	90%	SSHC	Property
16. % of repairs appointment kept	94%	90-%	SSHC	Property
17. Number of times we did not, meet our obligation to complete the annual gas safety check by annual anniversary date	0	All appliances to have received their annual service by 31/3/20	SSHC	Property
18. % of tenant satisfaction with repairs or maintenance in year	93%	90%	SSHC	Property

Resource Objective:	Work with communities and partners to promote high quality, thriving and sustainable communities			
Measure	Baseline	Annual target	Links	Service
19. % of Anti-Social Behaviour cases resolved in the year	98%	90%	SSHC	Housing
20. % of council stock meeting the SHQS	93.2%	93.2%	SSHC	Property
21. % of council dwellings that are Energy Efficiency Standard for Social Housing (ESSH)	93.4%	93.4%	C4.4/8.5	Property
Resource Objective:	Improve later life			
Measure	Baseline	Annual target	Links	Service
22. Number of adaptations completed in Council homes	824	100%	C1.1	Property
23. Number of households currently waiting for adaptations to their home	0	0	C1.1	Property
24. % of approved applications for adaptations completed in year	100%	100%	C1.1 SSHC	Property
25. Average time (working days) to complete applications	24.84 days	28.00 days	SSHC	Property
26. % of standard adaptations to council houses within agreed appointment times	85.6%	90.0%	C1.1	Property
Resource Objective:	Delivering the Plan and achieving best value			
Measure	Baseline	Annual target	Links	Service
27. % of Stage 1 complaints responded to in full	97.44%	N/A	SSHC	Housing/ Property
28. Average time in working days for a full response at Stage 1	4 days	5 days	SSHC	Housing/ Property
29. % of Stage 2 complaints responded to in full	96.77%	N/A	SSHC	Housing/ Property
30. Average time in working days for a full response at Stage 2	17 days	20 days	SSHC	Housing/ Property
31. Rent collected as a % of rent due in the year	99.7%	96.4%	SSHC	Housing
32. Gross rent arrears (current and former tenants) as a % of rent due for the year	7.05%	10.3%	LGBF SSHC	Housing
33. Factoring collection rate	78.10%	80.0%	C6.9	Property

4.b. What actions we will take in 2020-21

Resource Objective: Improve the availability, quality and access of housing			
Action	Measure	Links	Service
1. Increase the number of new affordable homes	Total new/additional affordable homes delivered per SHIP/ SLP.	C4.6	Housing/ Property
2. Improve access to settled accommodation for homeless households	Rapid Rehousing Transition Plan (Y2) implemented.	C4.1	Housing

3. Continue with the Council's Housing Option Service (Home Options)	Continue to deliver and further develop Housing Options with a focus on homeless prevention	C4.1	Housing
Resource Objective: Work with communities and partners to promote high quality, thriving and sustainable communities			
4. Ensure continued implementation of the Local Housing Strategy	Complete annual review and monitor progress against LHS action plan	C4.8	Housing
5. Monitor and report progress against Community Safety priorities including relevant parts of the SLCP	Routine reporting against Community Plan Community Safety priorities to the Safer South Lanarkshire Board	C8.1	Housing
6. Ensure effective involvement with tenants and other customer groups	Annual review of the Customer Involvement Strategy action plan	C4.10/ C6.4	Housing
	Continue to implement a programme of Tenant Scrutiny	C4.10/ C6.4	Housing
7. Continue to maintain / improve customer satisfaction levels of key service areas	Monitor, report and publish the outcome of satisfaction surveys across all key service areas	SSHC	Housing/ Property
8. Continue to understand and monitor the financial security and capacity of our customers	To provide advice and guidance to support our customers.	C8.3	Housing
9. Work with Gypsy/Traveller sites to develop and implement a programme of site improvement	Planned investment delivered and in accordance with plan	C4.10/ C6.4	Housing
	Continued implementation of the fire safety action plan		
10. Continue to improve energy efficiency stock to help address fuel poverty	Assist / support households to access schemes available to help address fuel poverty issues	C4.4 / C8.5	Property
11. Continue with physical regeneration work in priority areas	Continue the implementation of the Masterplan for regeneration in East Whitlawburn.	C6.9/ C4.7	Housing/ Property
	Continue to develop and implement Sustainable Housing Plans in identified rural areas	C6.9/ C4.7	Housing/ Property
Resource Objective: Ensure schools and other places of learning are inspirational			
12. Project Management of Schools Projects and General Services Projects	General Services Programme – target spend achieved	C10.1	Property
	Primary Schools Modernisation Programme - Support for Early Years Programme. - Growth and Capacities Programme.	C10.1	Property
Resource Objective: Contribute to the council's objective to protect vulnerable children, young people and adults			
Action	Measure	Links	Service
13. Contribute to effective joint working in protecting children and adults at risk of harm	Annual Review and report on operation of Adult and Child Protection procedures	C2.1	Housing/ Property
	Continue to deliver appropriate services for homeless children	C2.4	Housing
	Review services to ensure they are appropriately reflected of people experiencing Domestic abuse	C2.4	Housing

	Continue to work with partners to support young people moved from Care to living in their own home on a permanent basis	C2.4	Housing
Resource Objective: Improve later life			
Action	Measure	Links	Service
14. Increase supply of housing suitable for older people	Existing amenity properties and mainstream properties upgraded and converted to amenity standard per agreed programme	C1.1	Housing/ Property
	Number of new build affordable properties suitable for the needs of older people	C1.1	Housing/ Property
15. Ensure that Sheltered housing services are compliant with Care Inspectorate inspection standards	Develop and implement improvement plan to take forward any actions from Care Inspectorate annual assessment	C1.1	Housing
Resource Objective: Deliver better health and social care outcomes for all			
Action	Measure	Links	Service
16. Ensure effective contribution to health and social care outcomes contained within the Strategic Commissioning Plan	Implement Housing actions detailed in the Strategic Commissioning plan to help achieve priority outcomes for health and social care	C1.4	Housing
Resource Objective: Delivering the plan and achieving best value			
17. Implement effective best value management arrangements to ensure continuous improvement and efficient and effective service delivery	2020-2021 Quality Assurance Programme developed and implemented		Housing/ Property
18. Ensure effective management of all Resource budgets and Business Plans	Overall budgetary target achieved by March 2021		Housing/ Property
	Delivery of targeted agreed efficiency savings		Housing/ Property
19. Progress the council's Digital Strategy within the Resource	Continue implementation of a replacement Housing and Property Management System		Housing/ Property

Section Five – Resourcing the Plan

5.0. Introduction

In this section we consider the resources needed to implement our plan, including funding and staffing.

5.1. Revenue Budget 2020-21

The Resource has a Net Revenue Budget of £13.994 million for 2020-21. The table below allocates this budget across the services:

NET Budget by Service	2020-21	
Detail	£ million	%
Housing Services	8.543	61.0
Property Services	5.451	39.0
Total	13.994	100.0

5.2. Capital Budget 2020-21

The following capital budget of £97.303 million is allocated to the Resource for 2020-21:

Capital Programme 2020-21	
Project	£ million
Housing Revenue Account (HRA) Capital (new projects)	97.303
Total	97.303

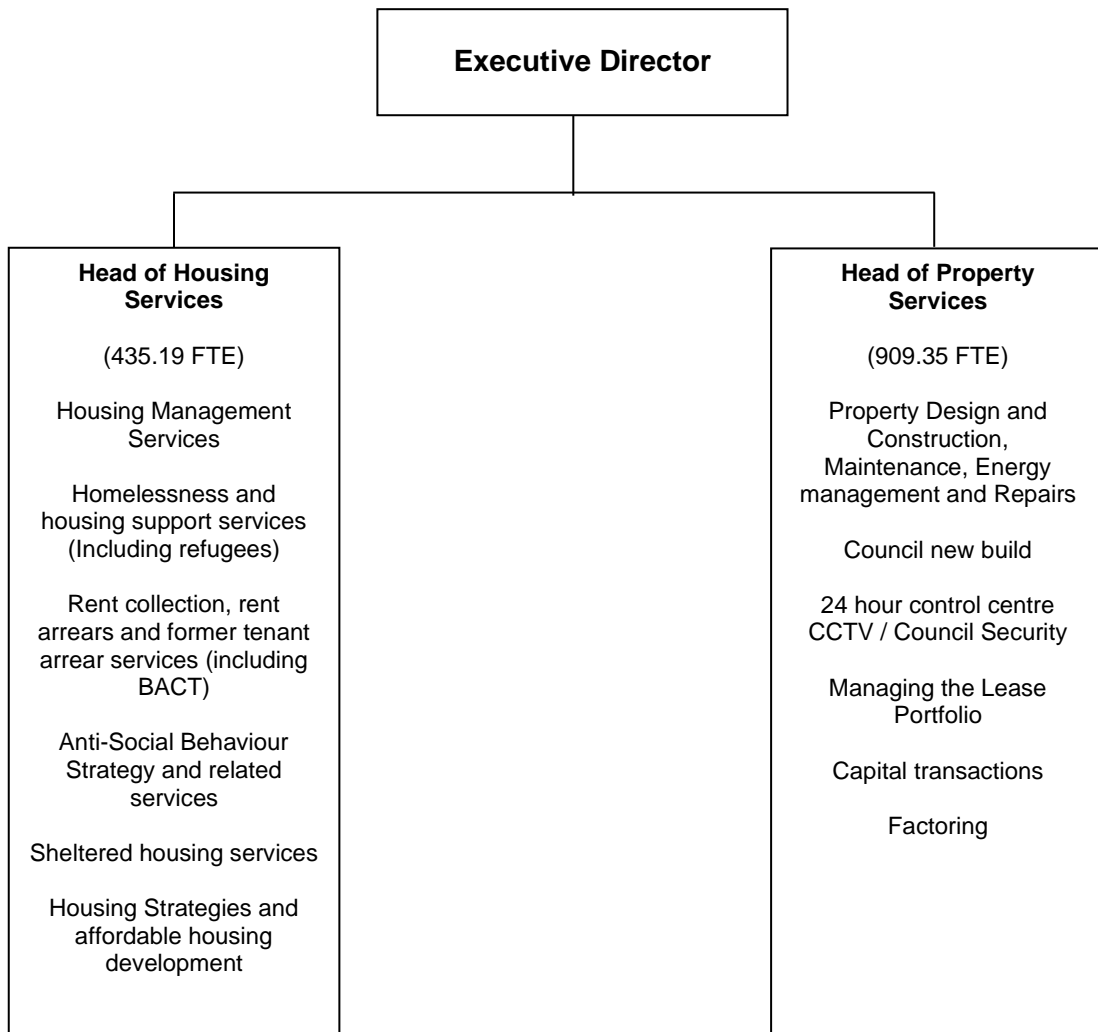
5.3. Resource Employees

Housing and Technical Resources has 1,389 employees as at May 2020. We support these employees to deliver their duties through a range of policies including personal appraisal and a robust training framework.

The number of employees (per headcount) by service is as follows:

Service	Number of employees
Housing Services	430
Property Services	959
Total	1,389

5.4. Organisational structure



The Resource has established a number of objectives to support the delivery of the Connect priorities in 2020-21:

Connect Priority	Resource Objectives
Ensure communities are safe, strong and sustainable	<ul style="list-style-type: none"> • Improve the availability, quality and access of housing • Work with communities and partners to promote high quality, thriving and sustainable communities • Ensure schools and other places of learning are inspirational
Promote sustainable and inclusive economic growth and tackle disadvantage	<ul style="list-style-type: none"> • To improve the quality of life in the most disadvantaged communities in South Lanarkshire
Get it right for children and young people	<ul style="list-style-type: none"> • Contribute to the council's objective to protect vulnerable children, young people and adults
Improve health, care and wellbeing	<ul style="list-style-type: none"> • Improve later life • Deliver better health and social care outcomes for all
Delivering the Plan and achieving Best Value	<ul style="list-style-type: none"> • Provide sound financial stewardship for the council and Integrated Joint Board • Deliver and communicate the Council Plan and ensure high standards of governance • Support local democracy, council committees, Integrated Joint Board, elected members and senior managers • Promote equality and the well-being of staff • Develop and implement effective financial strategies • Implement a digital and ICT strategy that meets business needs • Develop improvement activity and promote scrutiny • Improve the skills, flexibility and capacity of the workforce

Report

13

Report to:	Housing and Technical Resources Committee
Date of Meeting:	16 September 2020
Report by:	Executive Director (Housing and Technical Resources)

Subject:	Annual Review of the South Lanarkshire Rapid Rehousing Transition Plan 2019/2020
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ Update the Committee on the completion of the first annual review of the Rapid Rehousing Transition Plan (RRTP) 2019 to 2024.

2. Recommendation(s)

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

- (1) that the progress made in delivering the RRTP objectives, as set out in the RRTP Annual Review 2019/2020, attached as Appendix 1, be noted;
- (2) that the revisions to the RRTP, detailed in section 5, be approved; and
- (3) that the key priorities to be progressed in 2020/2021, detailed in section 6, be noted.

3. Background

- 3.1. In October 2017, the Scottish Government established the Homelessness and Rough Sleeping Action Group (HARSAG) to develop short-term and long-term solutions to end homelessness and rough sleeping across Scotland.
- 3.2. In June 2018, HARSAG produced a final report with recommendations that included a requirement for local authorities to each develop a five year RRTP. 'Rapid rehousing' is defined as a housing-led approach for people that experience homelessness with a focus on ensuring they reach a settled home as quickly as possible, whilst limiting the amount of time spent in temporary accommodation.
- 3.3. In June 2018, the Minister for Local Government, Housing and Planning wrote to all Scottish local authorities advising of the requirement to prepare a RRTP and submit it to the Scottish Government by 31 December 2018.
- 3.4. South Lanarkshire's RRTP 2019-2024 was developed in collaboration with a wide range of partners and stakeholders and was submitted to the Scottish Government by the required timescale. The final plan was approved by Housing and Technical Resources Committee on 23 January 2019 and reported to the Community Planning Partnership Board on 19 June 2019.
- 3.5. In May 2019, the Scottish Government provided positive feedback on the plan, highlighting the strength of the partnership approach which is in place locally.

- 3.6. Initial analysis carried out to inform the financial requirement to significantly reduce homelessness and achieve rapid rehousing in South Lanarkshire resulted in a bid being submitted to the Scottish Government for £7.18 million.
- 3.7. To support the initial development and implementation of the RRTP, the Scottish Government provided funding of £105,000 to the Council. This was primarily used to fund the appointment of an Officer, for a fixed period of 18 months, with responsibility for working with partners to co-ordinate the implementation of the plan. In July 2019, a further award of £461,000 was received from the Scottish Government Ending Homelessness Together Fund, to support the implementation of actions during the first year of the RRTP.
- 3.8. Following confirmation that the actual level of funding to be provided would be significantly below that detailed in the RRTP proposals, a number of key strategic areas were revised to focus on key priorities, with other actions set aside for future consideration.
- 3.9. The co-ordination and implementation of the RRTP is directed and monitored by the Homelessness Strategy Group, a sub group of the Local Housing Strategy Steering Group, and has representation from key partners including; Health and Social Care, Registered Social Landlords (RSLs), Department for Work and Pensions (DWP) and Third Sector organisations.

The Homelessness Strategy Group was responsible for overseeing the annual review, including evaluating progress against actions and measures, considering the appropriateness of the actions, and identifying priorities to be progressed during 2020/2021.

- 3.10. The review of the RRTP was carried out in advance of the on-set of COVID-19. Following conclusion of the review, further consideration has been given to the impact of the pandemic on the objectives and actions to be pursued during 2020/2021 and this has been reflected within the review document. The review document also notes that it will be necessary to closely monitor progress and further revise the strategic priorities and actions during the year as a fuller understanding of the impact of the pandemic on homelessness and service requirements becomes known.

4. Annual Review 2019/2020

- 4.1. The RRTP is structured around five high level priority objectives. There are 52 indicators against which the Council and its partners monitor progress, comprising 32 actions and 20 measures. In accordance with wider reporting arrangements across the Council, these indicators are categorised into 'green', 'amber', and 'red' depending on the progress made against them.
- 4.2. During 2019/2020, positive progress was made, with 83% of the 52 indicators on, or slightly behind target, to achieve the projected outcomes within the identified timescales. Table 1 below, details the categorisation of the 52 indicators.

Year	Green	Amber	Red	To be reported later	Total
2019/20	37	6	0	9	52

Table 1: Categorisation of RRTP indicators 2019/20

- 4.3. No indicators were categorised as red with 9 indicators to be reported later. In general, these indicators relate to actions that were intended to be progressed during future years of the plan, or measures where the data is not yet available.
- 4.4. Six indicators, comprising four measures and two actions, have been categorised as amber, representing minor slippage against the target within Year 1:-

- ◆ M1.1 Number of homelessness presentations
- ◆ M1.2 Number of homeless households
- ◆ M2.7 Percentage of all homeless presentations which are repeated (within 12 months)
- ◆ M3.2 Percentage of homeless households provided with Housing Support Officer assistance

During Year 2, partners will continue to work together to make progress and positively impact on the achievement of the targets. It will, however, be necessary to monitor the impact of COVID-19 in respect of these measures.

- ◆ A3.8 Complete a Wellbeing Assessment for all children and young people who are homeless
- ◆ A5.1 Work with Department for Work and Pensions (DWP) to further develop use of discretionary support funding for homeless households to undertake appropriate training to develop skills and resilience to improve access to employment.

In relation to action A3.8, during Year 1 of the RRTP, Shelter Scotland's South Lanarkshire Families Project were unable to commit resources to facilitate the completion of wellbeing assessments for children and young people affected by homelessness. This action has been carried forward for consideration in 2020/2021, however due to the impact of COVID-19, all funding not already committed will be subject to review to align with revised priorities.

While further development of partnership working in relation to A5.1 will be a priority focus in Year 2 of the plan, this will be progressed taking account of the focus which the DWP has had to place on providing income to vulnerable customers during the pandemic.

- 4.5. The annual review has confirmed that the Council and its' partners have made good progress towards delivering on the agreed RRTP year one priorities. A summary of key highlights and achievements in relation to each of the five priority objectives for 2019/2020 (Year 1) is provided below:-

RRTP Priority Objective	Achievement
Prevent homelessness occurring and significantly reduce homelessness	284 additional homes for social rent were delivered across South Lanarkshire. This included 60 homes secured through the Council's framework for Open Market Purchase.
	An increase in the number of homeless households whose housing needs were met in the private rented sector, through the expansion of the South Lanarkshire Rent Deposit Scheme.

	New approaches were established to assist in homelessness prevention by providing financial assistance and support to council tenants and tenants in the private rented sector experiencing hardship.
Significantly reduce time spent by households in temporary accommodation and minimise moves before moving to a settled home	A 6% reduction was achieved in the number of families with children in temporary accommodation from 252 in 2019 to 238 in 2020.
	A 7% reduction was achieved in the average time households spent in temporary accommodation from 200 days in 2018/19 to 186 days in 2019/20.
	A 34% reduction in long term homelessness from the baseline position of 145 households waiting more than 1 year to be housed to 95 households in 2019/20.
	26 homeless households had their temporary tenancies converted (or flipped) to a Scottish Secure Tenancy, providing the household with a permanent home and avoiding the need for further moves. This exceeded the target of 20 per year.
	Permanent lets to homeless households increased across social housing in South Lanarkshire to 51.4% of Council and 36.9% of RSL lets during 2019/20 compared to 49.2% of Council and 29.4% of RSL lets in 2018/19.

RRTP Objective	Achievement
	Engagement took place with individuals and service user groups to develop a better understanding of rough sleeping in South Lanarkshire. This work resulted in the development of a dedicated Ending Rough Sleeping Action Plan. The plan, which was co-produced with service user groups, will be fully implemented in 2020/21.
Improve and increase the provision of housing support for households to live independently within communities	The HomeStart team was established to provide support and assistance to all new tenants, including those who may be at most risk of homelessness. Since full roll out in September 2019, the HomeStart team have assisted 649 new tenants and provided 247 starter packs.
	In January 2019, specialist support provision, led by Blue Triangle, was introduced to improve access to health and social care services. This intensive support service has already achieved positive outcomes for households facing extremely complex challenges.
	An improved partnership working approach to supporting households with complex needs was established.

	A complex case panel was introduced in April 2019, to review the most complex needs in homelessness cases. The panel involves a range of partners and ensures a multi-agency approach to identifying appropriate options and pathways and works towards positive outcomes for those involved.
Expand the scope of Housing First and capacity of our Housing First approach to be the first response for households with multiple complex needs	A further 10 homeless households moved into settled accommodation through a Housing First approach involving wrap around support, from a combination of services. The sustainment rate for the Housing First cases has been 100%
	Improved joint working to prevent homelessness for people leaving prison. Working with the Scottish Prison Service and HMP Barlinnie, a pilot took place to implement Sustainable Housing On Release For Everyone (SHORE) standards for people entering and exiting prison, with a priority focus on short-sentence prisoners on remand. The pilot evaluated well, and a specialist Housing Officer has now been appointed to further develop partnership working in this area.

RRTP Objective	Achievement
Enhance integration of partnership working to embed RRTP through a whole systems approach	The Homelessness Strategy Group has collective responsibility for developing and delivering RRTP outcomes, taking account of the voice of lived experience. The group meet quarterly to ensure the actions identified within the RRTP are being progressed in partnership.
	Partner Contribution Statements (PCS) are a key feature of the RRTP and are prepared by each partner to support the RRTP by setting out the specific contributions they intend to make towards delivering the five priority objectives. PCS's are 'live' documents and as such are subject to continuous monitoring and review, to ensure that the work being undertaken is appropriate and continues to contribute towards the delivery of shared priorities.

5. Proposed Revisions to the RRTP

- 5.1. In addition to reviewing the progress made against the actions and measures set out within the RRTP action plan, the annual review also provided the opportunity to re-examine the RRTP in general to ensure that priority objectives, actions and measures remain appropriate, relevant and measurable. As part of this process a small number of amendments to the RRTP have been made.

5.2. It is proposed that the following minor revisions be made to the RRTP.

RRTP Reference	Summary of revision	Context
Priority Objective 1	Amend the description of the priority objective to include prevention of homeless, as follows: “Prevent homelessness occurring and significantly reduce homelessness”	Feedback from the Scottish Government on the RRTP highlighted that there was a need to draw out more clearly the emphasis placed on prevention of homelessness within the plan. The amendment to the description of priority objective 1 clarifies that prevention is a focus of the RRTP.
Measure 2.7	Remove measure under Priority Objective 2 of the action plan.	It has been identified that this is a duplicate of measure 2.4 and consequently there is no need to report on both.
Action 1.7	Add new action to develop Housing Options Framework for young people	Building upon development of housing pathway plan for care experienced young people and taking account of broader youth homelessness and most prominent reason for homelessness (parents/relatives can no longer accommodate) with a view to increasing homeless prevention opportunities for young people.

6. COVID-19 and homelessness

- 6.1. During the initial months of the pandemic, the Council and its’ partners focused resources on providing an emergency response and ensuring the delivery of critical services to vulnerable customers.
- 6.2. While the review of the RRTP was carried out prior to the on-set of COVID-19, discussions have continued with partners to consider the impact of the pandemic on homelessness services and on the delivery of the RRTP.
- 6.3. To date, COVID-19 has had little impact on the level of homeless presentations, 656 as at 24 July 2020 compared to 652 in the same period in 2019/20. The most common reason for homelessness remains that parents/friends can no longer accommodate at 24%, and the most common household type remains single male between 25 to 59 years of age at 37%. This compares to 20% and 33% respectively in 2019/20.
- 6.4. While the letting of suitable accommodation to homeless households has continued to be prioritised by the Council during lockdown, the restrictions have significantly limited the availability of both permanent and temporary accommodation, and resulted in the use of Bed and Breakfast accommodation, particularly during the early stages of lockdown.

- 6.5 To date, the most significant impact of the pandemic on homelessness services has been the pressure on temporary accommodation with restricted movement from temporary onto settled accommodation. There were 241 placements into temporary accommodation during the four week period commencing 1 May 2020, this represented an increase of 61% from the same period in 2019/20.
- 6.6. Subsequently, since the commencement of the COVID-19 restrictions, South Lanarkshire has significantly increased the supply of temporary accommodation with an additional 83 temporary furnished properties delivered by the Council, RSL partners and private sector landlords. This is an increase of 11.3% in the total number of units available for households in crisis.
- An additional 54 1st Stop accommodation places have also been secured through a lease agreement with the University of West of Scotland to use vacant student accommodation in Hamilton which has allowed emergency placements in response to the pandemic.
- 6.7. It is anticipated that throughput from temporary to permanent accommodation will continue to be constrained during 2020/21 and optimising the supply of temporary accommodation will be a particular priority during the year.
- 6.8. Partners recognise that during the year ahead, the plan will require to be sufficiently flexible to ensure resilience against the uncertainty presented by the pandemic. To date, this has been most clearly demonstrated by the requirement to increase the supply of suitable temporary and emergency accommodation to meet the increased demand from homeless households. While this is contrary to the long term objective of the RRTP to move away from significant use of temporary accommodation, the provision continues to be essential to meet the specific needs arising from pandemic, and the Council's statutory obligations. The need to ensure the optimum supply of suitable temporary accommodation due to the pandemic has been highlighted in the annual review document.
- 6.9. The annual review document incorporates within it a section which highlights the impact of COVID-19 on homelessness and homelessness services, and also considers recent changes in the national homelessness policy agenda arising from Covid-19, specifically the recent recommendations of Homelessness and Rough Sleeping Action Group (HARSAG) and the amendment to the Homeless Persons (Unsuitable Accommodation) (Scotland) Order 2014.

Homelessness and Rough Sleeping Action Group (HARSAG)

- 6.10. HARSAG was reconvened in June 2020 to make recommendations to Scottish Ministers on actions required to end homelessness during the pandemic and beyond. The recommendations from HARSAG, published on 14 July 2020, have been accepted in principle by the Scottish Government.
- 6.11. In continuing to progress actions set out in the national Ending Homelessness Together action plan, it has been important to consider the HARSAG recommendations within the annual review document. With increased demand on homelessness services, maintaining focus on prevention of homelessness as far as possible, provision of good quality temporary accommodation when required, and minimising timescales involved in homelessness, is key.
- 6.12. Work will continue to end the low level of rough sleeping reported annually in South Lanarkshire through implementation of the Ending Rough Sleeping Action Plan, co-produced by those with lived experience.

Homeless Persons (Unsuitable Accommodation) (Scotland) Order Amendment 2020

6.13. A report to Housing and Technical Resources Committee on 17 June 2020 confirmed that on 5 May 2020 the Scottish Government extended the Homeless Persons (Unsuitable Accommodation) (Scotland) Order 2014 to cover all households. Previously the order required that families with children and pregnant women were not placed in unsuitable accommodation such as Bed and Breakfast for more than seven days. The Order, with some exemptions, is expected to commence from October 2020.

6.14. To ensure the Council remains well placed to meet demand during this uncertain time, the review document also considers the expansion of the Unsuitable Accommodation Order and the impact this may have on the provision of temporary accommodation.

Exemption from the Order now includes the use of Rapid Access cluster accommodation models, Community Hosting, and Shared Tenancies, which may over time maximise the options for suitable temporary accommodation for particular groups.

6.15. In planning to meet the range of accommodation and support needs, in particular for young people, young care experienced, and those fleeing domestic abuse, the Council will continue to work with key partners including Health and Social Care and Women's Aid South Lanarkshire and East Renfrewshire. This will ensure appropriate provision of suitable accommodation and support to meet needs and respond to any increase in demand.

7. RRTP Priorities for 2020/2021

7.1. A key aspect of the annual review was to consider the appropriateness of the actions identified in the RRTP, with a particular focus on those to be progressed during the future years of the plan.

7.2. The Homelessness Strategy Group co-ordinated the review of progress in year one of the RRTP and noted significant positive indicators of success, and confirmed that no significant changes were required to the plan for year two. The group expressed support for year two focus to broadly mirror year one, to allow actions which had commenced to embed and be further developed, monitored and reviewed.

7.3. As a result of COVID-19, the current focus is on delivering critical and essential services and meeting need. There remains, however, a commitment to delivering RRTP priorities both in the short term, in response to the impact of the pandemic, and to ensure the longer term objectives of the plan.

7.4. Detailed below is a summary of the key priorities to be progressed during Year 2 of the plan (2020/21):-

- ◆ Ensure the supply of temporary accommodation is optimised to meet need & statutory responsibilities and continue the Council's long standing compliance with the extended Unsuitable Accommodation Order (see section 6)
- ◆ Continue to deliver affordable homes for social rent in South Lanarkshire.
- ◆ Continue to reduce the number of children affected by homelessness and minimise the impact for those affected.
- ◆ Ensure links between the RRTP and Local Child Poverty Action Report 2020 are in place to support and improve outcomes for homeless households with children
- ◆ Continue to reduce long-term homelessness.
- ◆ Prioritise the reduction in the use of Bed and Breakfast as emergency accommodation.

- ◆ Continue to update and enhance Partner Contribution Statements and work closely with RSL partners to ensure priorities are delivered.
- ◆ Ensure 'Directions' relating to homelessness are incorporated into the Strategic Commissioning Plan 2019-22 and implemented.
- ◆ Continue to support victims of domestic abuse and provide refuge through dedicated services provided by Women's Aid and other partners.
- ◆ Develop housing options approach for young people.
- ◆ Progress actions within the Ending Rough Sleeping Action Plan.
- ◆ Continue to implement approaches to assist homelessness prevention by providing financial assistance and support to council tenants and tenants in the private rented sector experiencing hardship.
- ◆ Continue to expand the Council's HomeStart service, with additional resources provided to increase support and assistance to new tenants.
- ◆ Continue to develop the Council's Housing First approach.
- ◆ Progress plans to convert temporary units to permanent accommodation. While the original target was 20 units per year over the five years of the RRTP, it is expected that this number will increase in 2020/21, in light of the increase in the provision of temporary accommodation.

8. Next Steps

- 8.1. The RRTP Annual Review 2019/20, attached as Appendix 1, was submitted to the Scottish Government by the required timescale of 31 August 2020 and will be published on the Council's website.
- 8.2. The outcomes from the RRTP Annual Review 2019/20 will be presented to the South Lanarkshire Community Planning Partnership Board on 21 October 2020.
- 8.3. The Homelessness Strategy Group will continue to meet regularly throughout the year to ensure that the RRTP priority actions are being delivered and to monitor and report on progress made. The group will also coordinate the Partnership's response to the new recommendations from HARSAG, as they are more fully developed.
- 8.4. The impact of COVID-19 will be closely monitored, and strategic approaches and priorities will be adjusted to reflect emerging issues and requirements. This will be reported as part of the next annual review process.

9. Employee Implications

- 9.1. There are no employee implications as a result of this report.

10. Financial Implications

- 10.1. The RRTP confirmed the significant level of resources required to be directed towards the prevention and alleviation of homelessness. To date, the Scottish Government has provided £1,019,077 in funding to assist in the development and implementation of the RRTP, this includes £453,000 to support implementation of the RRTP in 2020/21.
- 10.2. It is recognised that additional funding will be required in order to deliver the strategic objectives of the RRTP. Consideration will also be required in relation to how mainstream services and budgets can contribute towards helping to deliver RRTP priorities.

11. Climate Change, Sustainability and Environmental Implications

- 11.1. There are no climate change, sustainability or environmental implications as a result of this report

12. Other Implications

12.1. The content of this report will contribute to the evidence to support the requirements of the Annual Assurance Statement.

12.2. There are no additional risks associated with this report.

13. Equality Impact Assessment and Consultation Arrangements

13.1. An equality impact assessment was carried out on the RRTP. The assessment confirmed that the plan will make a positive contribution to the promotion of equalities.

13.2. A Strategic Environmental Assessment (SEA) pre-screening determination was completed as part of the development of the RRTP 2019-24. This confirmed there is no requirement for a separate SEA to be carried out for the RRTP.

13.3. The RRTP was developed and co-produced with a range of key partners and stakeholder groups. These groups have confirmed their commitment to work together to ensure the delivery of the priority outcomes. Through the Homelessness Strategy Group, these partners have been involved in monitoring and reviewing the plan.

Daniel Lowe

Executive Director (Housing and Technical Resources)

27 August 2020

Link(s) to Council Values/Objectives

Focused on people and their needs

Protect vulnerable children, young people and adults

Deliver better health and social care outcomes for all

Improve the quality, access and availability of housing

Work with communities and partners to promote high quality thriving and sustainable communities

Support our communities by tackling disadvantage and deprivation and supporting aspiration

List of Background Papers

South Lanarkshire Rapid Rehousing Transition Plan 2019-24, Housing and Technical Resources Committee Report, 23 January 2019.

Contact for Further Information

If you would like further information, please contact:-

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South Lanarkshire Rapid Rehousing Transition Plan

Annual Review 2019/20



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Appendix

1. RRTP Action Plan (2019/20 progress update)

Covid-19 Outbreak

This first annual review of the Rapid Re-housing Transition Plan was carried out in advance of the on-set of Covid-19. It has been necessary to revise the review further and recognise that flexibility, adaptability and resilience will be required in the year ahead, as a fuller understanding of the impact of Covid-19 on the level and nature of homelessness and its implications for service requirements is achieved.



Foreword

I am pleased to report that the first year of South Lanarkshire's Rapid Rehousing Transition Plan has been a successful one, with a wide range of services and partner organisations coming together and working towards our shared aim of addressing homelessness across South Lanarkshire.

This review shows the breadth of work that has been undertaken over the first year of the RRTP. In particular I am pleased to see that good progress has been made on the council's commitment to delivering 1,000 additional council homes, alongside significant increases in the numbers of additional affordable housing provided by our housing association partners. This investment in housing availability will help to further support the vital work of the council and its partners in tackling homelessness and enabling homeless households to find a suitable home that meets their family's needs.

While Covid-19 has had a significant impact on the programme of construction, as we move forward into year two of the plan I am confident that we will build on the good work and outcomes already achieved. Ensuring we maximise opportunities to increase the supply of affordable housing will provide the essential foundation for delivering the impact on homelessness which we seek to achieve over the remaining years of the plan.

Councillor Josh Wilson

Chair of Housing and Technical Resources Committee



Over the past 12 months, a broad range of work to tackle homelessness and meet the needs of homeless households has been delivered by partners from across the Community Planning Partnership.

This review highlights just some of the excellent work that is being delivered every day by partners, to improve the lives of people in South Lanarkshire, in particular those who are disadvantaged and vulnerable and who need help and support.

Whilst it is encouraging to see that progress is being made in relation to our priority objectives, we have seen some real significant challenges for our partners in implementing the plan, however I am confident that the strong partnership approach we have adopted provides us with resilience to respond to the impact of Covid-19.

We must ensure that we continue to maintain focus to ensure that we achieve a step change in addressing homelessness across South Lanarkshire.

Councillor Maureen Chalmers

Deputy Council Leader

Chair of South Lanarkshire's Community Planning Partnership Board

1. Summary of year one progress

1.1 We are pleased to report that effective partnership working and a shared commitment to addressing homelessness has enabled good progress to be made during the first year of South Lanarkshire's Rapid Re-housing Transition Plan (RRTP).

This review which was co-ordinated by the Homelessness Strategy Group confirms South Lanarkshire's commitment to partnership working in the delivery of services and support.

A summary of the key highlights from the first year of the RRTP include:

- Growth of the Housing First model, with 10 individuals supported.
- 26 temporary accommodation properties were 'flipped' from temporary to permanent accommodation.
- 34% reduction in the number of homeless households waiting for housing for more than a year.
- 6% reduction in the number of homeless households containing children under 16 years of age
- 36% reduction in the use of Bed and Breakfast as emergency accommodation.
- Development of a homelessness peer support network with service users trained to become peer mentors.
- Engagement with people who have experience of rough sleeping which informed the development of an Ending Rough Sleeping Action Plan, to be implemented in 2020/21.
- Introduction of a pro-active approach to resolving longer term homelessness, resulting in a reduction in cases of one year or more.
- Expansion of the South Lanarkshire Rent Deposit Scheme to include a focus on prevention for those in the private sector.
- Increased housing support, including specialist/wrap around support to meet a range of complex needs.
- Establishment of a HomeStart team to support and assist all new Council tenants set up and sustain their tenancy.
- Introduction of a review panel and revised case closure process to ensure homelessness housing support is not withdrawn due to lost contact or non-engagement
- The Council's framework for Open Market Purchase (OMP) enabled the procurement of 60 properties. This method of increasing the supply of affordable housing is in alignment with supply targets set within the Strategic Housing Investment Programme (SHIP).
- A pilot digital inclusion project commissioned for 25 homeless households (mainly with children) who have no access to the internet which will deliver IT equipment, one year's online access and support to develop skills.

- Continued joint working with Education Resources to further expand a Housing Options and Homelessness awareness programme. During 2019/20 the programme was delivered to over 200 young people across South Lanarkshire’s secondary schools with very positive feedback received.
- The further development of a Personal Housing Planning approach for vulnerable groups including women experiencing domestic abuse and young people leaving care.
- Increase in the positive outcomes for young care leavers.
- Continued focus by the Council on minimising evictions through the delivery of a range of alternative actions and interventions.
- Introduction of a Tenancy Sustainment Fund, to support tenants in financial hardship across tenures to improve tenancy sustainment including new initiatives to support the Private Rented Sector.

2. Background

2.1 National Vision

The Scottish Government set a national vision for rapid rehousing transition plans to be developed and implemented across Scotland as a way of reducing homelessness, structured around five broad principles.

Further information on the Scottish Government’s national vision and Ending Homeless Together programme is available at www.gov.scot.

2.2 South Lanarkshire’s Vision

South Lanarkshire’s Rapid Rehousing Transition Plan 2019-24 (RRTP) was developed in conjunction with a wide range of partners and submitted to the Scottish Government in December 2018.

The final plan was approved by Housing and Technical Resources Committee on 23 January 2019 and reported to the Community Planning Partnership Board on 19 June 2019.

The RRTP builds upon a well-established partnership framework and aims to seize a unique opportunity to achieve a step change in preventing and reducing homelessness in South Lanarkshire over the period of the plan and beyond. The vision set out within the South Lanarkshire RRTP is that:

“Homelessness in South Lanarkshire is significantly reduced, with homeless households moving to a settled home as quickly as possible.”

2.3 Co-production

South Lanarkshire’s RRTP was developed and co-produced through intensive engagement with key partners and stakeholder groups. A collaborative approach is at the heart of the plan and the momentum that was achieved by partners in co-producing the plan has been further developed over the past year to secure progress.

2.4 Links to other plans and strategies

The RRTP was developed to link closely with a broad range of partner strategies and plans being progressed in South Lanarkshire. Figure 1 below demonstrates the relationship between these and the National Housing and Regeneration Performance Framework.



Figure 1: RRTP Links to other plans and strategies

2.5 During 2019/20, further work was undertaken to strengthen the above links, ensuring homelessness and its wider impact is appropriately reflected in each strategy/plan. Key developments included:

- the inclusion of specific actions relating to homelessness within the Local Child Poverty Action Report 2019
- inclusion of specific 'Homelessness Directions' related to prevention activity and response to resolve homelessness in the Strategic Commissioning Plan 2019-22
- as part of the review the Community Planning Partnership Board have agreed improvement in appropriate alignment with the RRTP in the South Lanarkshire Community Plan.

Progress made through actions that link with the RRTP and these other plans and strategies is provided in Section 4.

2.6 Feedback

In May 2019 the Scottish Government provided positive feedback on the South Lanarkshire RRTP, highlighting a number of key strengths, in particular the strong partnership approach which is in place. The feedback highlighted the need to draw out more clearly the focus which is contained within the plan on the prevention of homelessness. This is reflected in the re-wording of Priority Objective 1 to include specific reference to prevention.

2.7 Governance

The South Lanarkshire Homelessness Strategy Group is the partnership group responsible for the prioritisation and delivery of actions set out within the RRTP.

The Group meet quarterly and have the following remit:

- Monitoring and reporting on progress in relation to the RRTP
- Reviewing and updating key actions and measures/indicators, taking into account new and emerging policy priorities and resources, as required.
- Considering homelessness issues in South Lanarkshire, including maintaining and updating the assessment of the extent and nature of homelessness in South Lanarkshire on an annual basis.

The RRTP was developed to ensure that its' priority objectives aligned with the Local Housing Strategy (LHS) 2017-22 priority outcomes for addressing homelessness. The chairperson of the Homelessness Strategy Group is responsible for attending and providing regular progress updates in relation to the RRTP and homelessness to the South Lanarkshire Local Housing Strategy Steering Group.

2.8 Funding

Following publication of Scottish Government guidance, an in depth analysis was carried out of the extent and nature of homelessness in South Lanarkshire to support the development of the RRTP. This analysis considered data, trends and patterns identified over the last 15 years and provided partners with the key analytical base for the actions which were set to secure the vision and outcomes of the RRTP.

It was calculated that the level of funding required to significantly reduce homelessness and achieve rapid re-housing in South Lanarkshire was around £16.8million. Following feedback from the Scottish Government on how available funding could be used, the costings relating to capital expenditure to deliver additional housing supply were removed from the plan. Consequently, the revised level which had been identified as required to fund the five year plan was reduced to £7.18million.

Ending Homelessness Together Fund

In December 2018, the Scottish Government provided the Council with an allocation of £105,000 to help fund the initial development and implementation of the plan. This funding has primarily been used for the appointment of an RRTP Co-ordinator, with responsibility for working across the partnership to co-ordinate, support and drive forward the implementation of the plan.

In July 2019, South Lanarkshire was awarded a further £461,000 from the fund, to support the implementation of RRTP actions during the first year (2019/20). Details of funding available in 2020/21 is provided at section 6.4.

Other funding sources

The Homelessness Strategy Group was clear on the need to actively consider other potential funding routes to take forward priority activities, and also on the need to consider how mainstream services and budgets can be revised or re-focused to help deliver RRTP priorities.

In the first year of the plan the following partnership funding was identified:

- In January 2019, South Lanarkshire Alcohol and Drug Partnership (ADP) provided funding of £20,000 for the introduction of an intensive support worker post operating a care manager approach and working to improve access to health and social care services, particularly drug, alcohol and mental health. Partner commissioned service, Blue Triangle led on this piece of work, initially as a 6 month pilot. The model proved successful and following review, the ADP Board funded continuation with an additional £20,000 for a further 6 months.
- South Lanarkshire Health and Social Care Partnership (HSCP) committed to a contribution of £10,000 towards the expansion of an existing partnership between the Council and Shelter Scotland's South Lanarkshire Families Project to facilitate completion of wellbeing assessments for children affected by homelessness. Shelter to date have been unable to commit resources to this project, next steps will be confirmed in the 2020/21 RRTP action plan.
- A tenancy sustainment fund of £25,000 was established by South Lanarkshire Council which compliments RRTP actions in relation to homeless prevention and tenancy sustainment by delivering financial support as well as more general housing support to targeted tenants to help them sustain their tenancy.

The level of funding allocated and secured for year one of the plan was significantly less than the original calculations made to adequately resource the delivery of the plan. While partners have continued to progress actions utilising all resources available, some actions within the plan have been limited as a result. This is reflected in Section 4, Year One Progress and in Appendix 1.

A summary of the key areas which have been progressed using the funding received from the Scottish Government's Ending Homelessness Together Fund is detailed below:

- Expansion of existing commissioned service delivering intensive/wrap around support based on a care management approach to meet more complex needs, in particular improving links across housing, health and addiction services
- Introduction of specialist support services to meet a range of complex need including repeat homelessness, multiple needs in particular addiction and mental health
- Introduction of dedicated Housing First support model
- Delivered Housing First training to housing staff and partner commissioned services

- Establishment of HomeStart team focused on supporting new tenants, identifying risk factors such as previous eviction or homelessness and providing assistance with furniture removal.
- Expansion of existing Rent Deposit Scheme to increase access to the private rented sector and deliver prevention activity supporting tenancy sustainment
- Development of 'Bringing IT Home' project which will deliver IT equipment and online access to homeless households
- Recruitment of a specialist officer to progress the further development of housing pathway plans to inform future delivery of services. In particular for young care leavers, those affected by domestic abuse and prison discharge in line with SHORE standards.

3. Monitoring homelessness trends in South Lanarkshire

- 3.1 Following national guidance issued to local authorities, the RRTP was statistically informed by analysing homelessness trends over the previous five, ten and 15 year period. This allowed for a longer term average to be used to gauge the services and resources that would be required over the next five years to prevent and significantly reduce homelessness.
- 3.2 Since the publication of the RRTP, the Homelessness Strategy Group has continually monitored these statistics to ensure services and resources that have been put in place will have a positive impact. Monitoring also allows services to react should homelessness levels increase or support needs for vulnerable households change.
- 3.3 The annual review provides an opportunity to illustrate significant changes between the baseline statistics and projections contained within the RRTP and actual figures from the end of the first year. Improvements or changes to these can often be attributed to actions taken by services as a result of the RRTP.
- 3.4 Homelessness Trends 2002/03 to 2019/20**
 In 2018/19 South Lanarkshire reported a decrease in the number of homelessness presentations recorded despite a 3% increase in the national trend from the same period. However in 2019/20 South Lanarkshire has experienced a 7% increase in presentations as detailed in Figure 2. Comparative national figures are not yet available to draw conclusions.

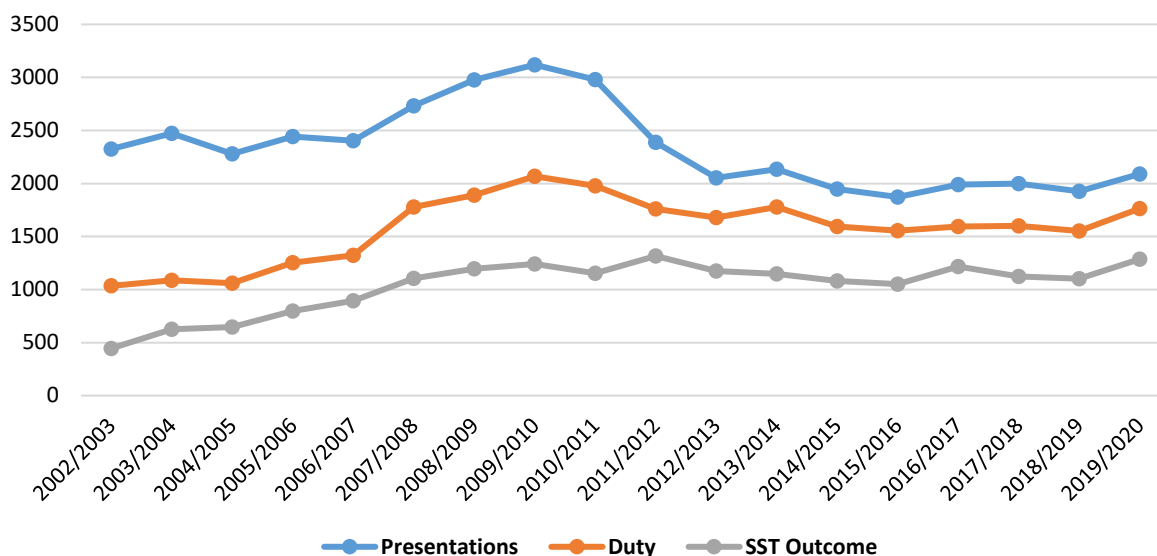


Figure 2: Homelessness trends 2002-2019/20

Despite this increase, Figure 2 also illustrates that positive outcomes for homeless households has remained proportionally high, with 73.3% of statutory homeless households provided with a Scottish Secure Tenancy (SST), compared with 71.4% in the previous year.

Tenancy sustainment is also improving, with 88% of homeless households sustaining their tenancy for over 12 months in 2019/20, compared with 86% in 2018/19.

3.5 Composition of homeless household

Monitoring the composition of homeless households allows services to ensure they have the right accommodation and support to meet their needs. In 2019/20, in line with previous years, single people and single parents accounted for around 90% of all homeless applicants, as detailed in Figure 3 below.

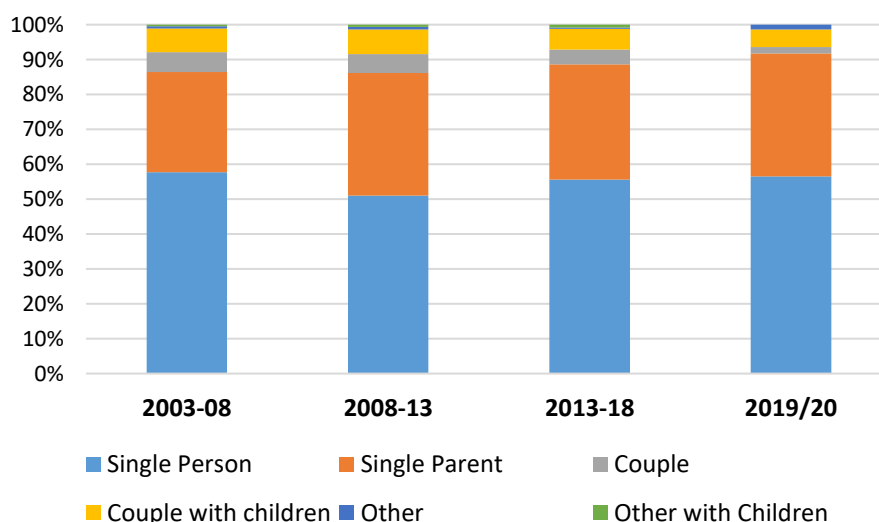


Figure 3: Composition of homeless households (Five year baselines vs 2019/20)

In 2019/20, approximately 34% of all homeless households included children and young people which is a reduction of 6% from the RRTP baseline figure.

3.6 Housing Supply

Over the first year of the RRTP the council and its Registered Social Landlord partners have continued to increase the number of affordable homes for social rent across South Lanarkshire, in line with the Strategic Housing Investment Plan. Figure 4 provides details of the increase across each housing division with a total of **284** additional affordable homes delivered since the RRTP was published.

	Clydesdale	East Kilbride	Hamilton	Rutherglen/ Cambuslang	South Lanarkshire
RRTP Baseline	6,077	6,261	10,970	6,674	29,982
2019/20 additions	32	107	93	52	284

Figure 4: Total social housing supply (non sheltered)

3.7 Temporary Accommodation

The time spent in temporary accommodation has reduced by 7% from an average of 200 days in 2018/19 to 187 days in 2019/20, the lowest level over the past three years.

The RRTP baseline illustrated that the average time spent in temporary accommodation varied significantly by area, ranging from 127 days in Clydesdale to 265 days in East Kilbride. Although the total duration has reduced across all areas as a result of actions from the RRTP, this variation across areas continued in 2019/20 as illustrated in Figure 5 below.

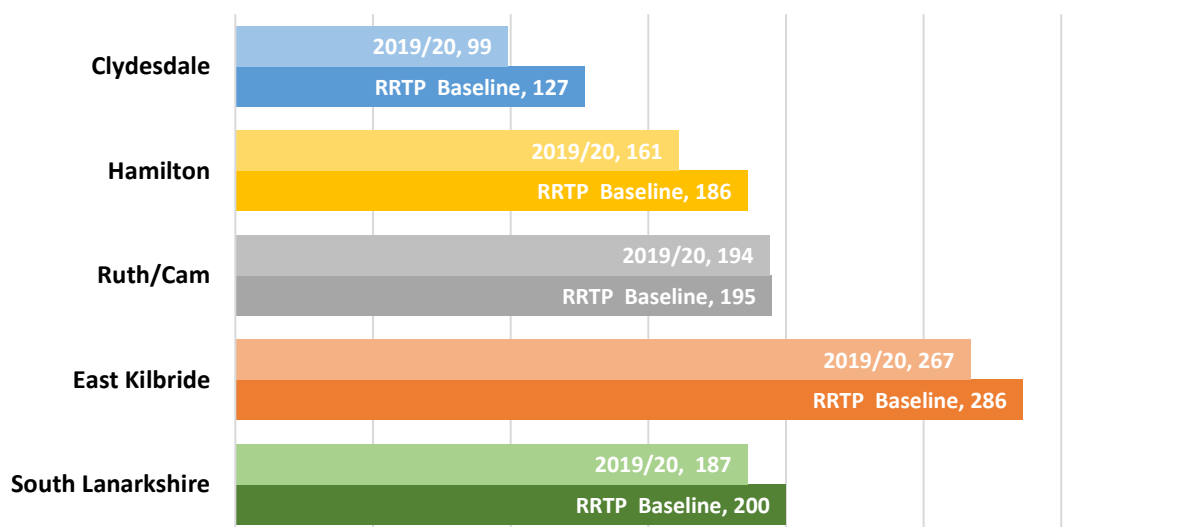


Figure 5: Average number of days in temporary accommodation (RRTP Baseline vs 2019/20)

The use of Bed and Breakfast accommodation has also further reduced by 36% over the past year. This is consistent with a longer term reduction of 45% over the past three years (from 382 nights during 2017/18, to 332 in 2018/19 and to 211 nights in 2019/20).

Average time spent in Bed and Breakfast accommodation also shows a reducing trend, with an average of 2.59 days reported in 2019/20 compared with 2.71 days in 2018/19 and 4.15 days in 2017/18.

3.8 Reasons for homelessness

There are a wide and often complex range of reasons why a household may become homeless. Ensuring services monitor and understand these allows the right help, advice and support to be provided to resolve homelessness as quickly as possible.

'Asked to leave' previous accommodation continues to remain the most common reason for a household becoming homeless, with 'household disputes', 'fleeing non-domestic violence' and 'financial reasons' also with high proportions. A breakdown of numbers for each category and a comparison of the Scottish national figures are provided at Figure 5.

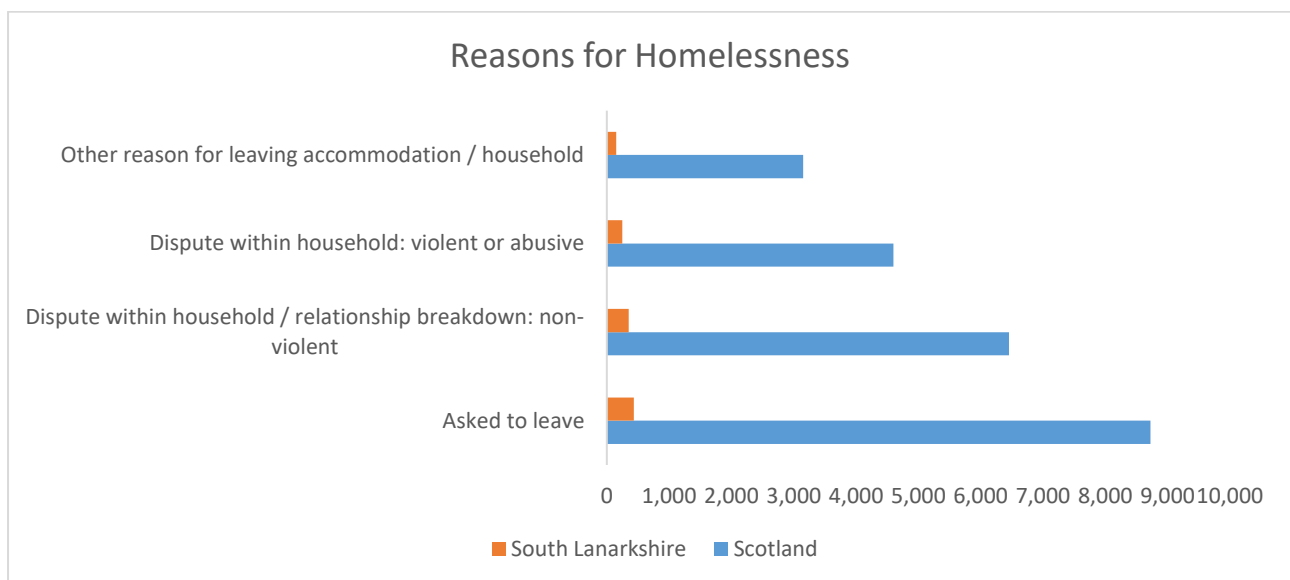


Figure 5: Reasons for Homelessness

Over the past year, there has also been a slight increase in the proportion of repeat homelessness cases compared with the previous year. In 2018/19, 4.5% of all cases repeated within 12 months, compared with 5.4% in 2019/20. Analysis of each repeat homeless case is undertaken to inform service development. This highlights that increased focus on support particularly for cases with complex needs is required to achieve improvements in tenancy sustainment and prevent repeat homelessness.

3.9 Rough Sleeping

There are continued low levels of reported rough sleeping in South Lanarkshire with a slight reduction in homeless presentations reporting that they slept rough the previous night or within three months of making the presentation. In 2019/20, there were 56 homelessness presentations that reported rough sleeping the previous night, and 116 within the last three months. This compares with 68 and 128 respectively in 2018/19.

It is clear from this detailed analysis that rough sleeping in South Lanarkshire is not characterised by sleeping outdoors but by homeless persons in crisis and in between accommodation who are engaging with the council to reach a positive solution.

3.10 Long Term Homeless cases

A significant improvement from the RRTP baseline has been made in the reduction of homeless households waiting for housing for more than 1 year. By March 2020 the following was noted:-

- the number of households waiting more than a year to be housed had reduced by 34% to 95 cases.
- the proportion of all homeless households waiting more than a year to be housed had reduced by 3.1%, from 12% in March 2019 to 8.9% in March 2020
- a 31% reduction in the number of long-term homeless households with children, from 68 in 2019 to 47 in March 2020.

3.11 Homelessness prevention

Overall there has been a 19% increase in the number of approaches for housing assistance to the Council’s Housing Options service from 753 cases during 2017/18 to 933 during 2019/20. Figure 6 illustrates the number of Housing Options cases over the past three years, alongside the number that resulted in a homelessness presentation. This has remained low despite the increase in approaches for housing assistance.

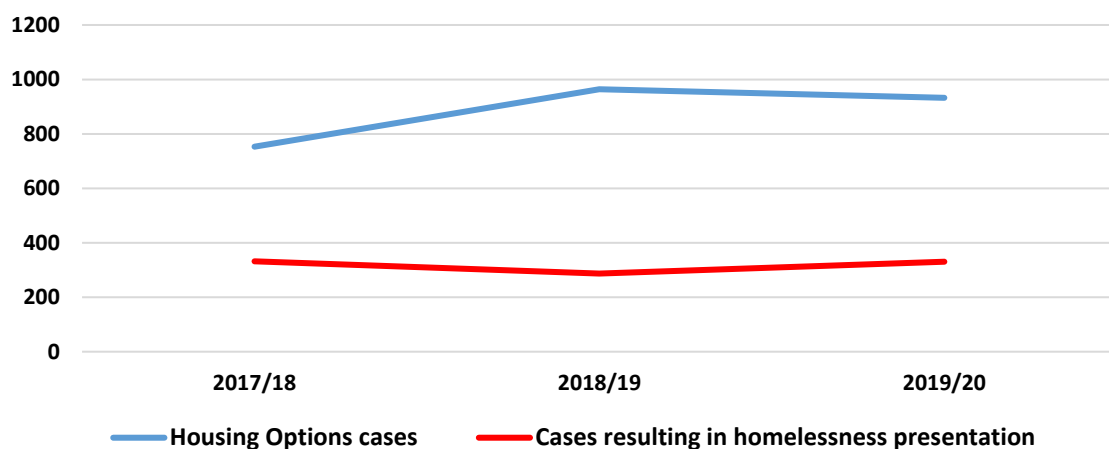


Figure 6: Housing Options cases 2017-2020

4. Year One Progress

4.1 The RRTP recognises that effectively tackling homelessness requires a shared commitment from a range of agencies and partners. As previously noted, the RRTP was co-produced, with partners involved in identifying and agreeing the priority actions contained within the action plan.

4.2 Reviewing the plan


The Homelessness Strategy Group has responsibility for monitoring progress in relation to the RRTP and overseeing the annual review, including the evaluation of progress against actions and measures set out within the action plan and consideration of the appropriateness of the actions identified.

In reviewing the first year of the RRTP, the group recognise that progress has been built upon existing foundations of strong partnerships and this will ensure the continuation and further development of key areas of work throughout the duration of the plan. Consequently it was noted that while the expected progress in year one may be limited, a structure is now in place which will allow positive outcomes to be achieved in future years of the plan.

The group also took into account of the timing of clarification of the funding to be provided by the Scottish Government to support the implementation of the plan and subsequent procurement processes to bring services on board.

The group agreed that the actions identified in year one were correct and appropriate and positive indicators of success could be demonstrated against most of the actions and measures.

4.3 Detailed below are key highlights of the progress that has been made towards delivering against the actions and measures outlined against year one for each of the five RRTP priority objectives. A summary of progress made in year one, in relation to all actions and measures detailed in the RRTP Action Plan, is also attached as Appendix 1.

	<p>Priority Objective 1: Prevent homelessness occurring and significantly reduce homelessness*</p>
<ul style="list-style-type: none"> • To improve the availability of affordable housing in South Lanarkshire, a total of 284 additional affordable homes for social rent were delivered in 2019/20. This included 206 new build homes by Housing Associations, 18 council new build homes and 60 additional council homes purchased through the Council’s framework for Open Market Purchase (OMP). • With RRTP funding, the South Lanarkshire’s Rent Deposit Scheme (RDS) was expanded to facilitate increase in the number of homeless households whose housing needs are met in the private rented sector and deliver support to sustain private sector tenancies. As part of this expansion, an innovation fund was developed to provide financial assistance to private sector tenants to support prevention and tenancy sustainment beginning in 2020/21. A priority for year 2 of the plan will be to focus on the outcomes of this expansion. • The Council has continued to develop its Integrated Housing Options model, increasing resources over recent years dedicated to early detection of housing risk factors and interventions to prevent homelessness where possible. This has led to an increase in the Housing Options caseload from 753 cases during 2017/18 to 933 in 2019/20. The Housing Options approach also promotes the private rented sector as a viable option for the prevention of homelessness, with 80 cases resolved through this route in the last year. • A Tenancy Sustainment Fund was established, complementing RRTP objectives around prevention of homelessness. The fund facilitated financial assistance for Council tenants who may be at risk of homelessness as a result of financial difficulties. • The Council has reduced the number of evictions carried out due to rent arrears and has established other alternatives to assist and support vulnerable tenants in financial difficulties. Since 2016/17, the number of evictions due to non-payment of rent has decreased by 73.4% from 76 to 20 in 2019/20. 	



Priority objective 2: Significantly reduce time spent by households in temporary accommodation and minimise moves before moving to a settled home

- Over the course of the year, 26 households had their temporary tenancies converted or 'flipped' to a Scottish Secure Tenancy, providing the homeless household with a permanent home and avoiding the need for the disruption of further moves. This has exceeded targets and the approach has enabled a number of longer term homeless households to secure permanent accommodation.
- The Council and its Registered Social Landlord partners, who together operate HomeFinder, the South Lanarkshire Common Housing Register, agreed an increase to the percentage of lets that would be directed to those on the Homeless List. This agreement has been formed as part of their Partner Contribution Statements. In 2019/20, the Council let 55.3% of its total lets to applicants assessed as being in Urgent Housing Need, of that 51.4% were homeless applicants, an increase from 49.2% of lets during 2018/19. Registered Social Landlords collectively let 36.9% of vacant properties to homeless households.
- South Lanarkshire has a limited incidence of rough sleeping, however on an annual basis a small but consistent level of rough sleeping is reported. Over the last year the Council has engaged with individual applicants and service user groups to develop a better understanding of this issue and developed a dedicated Ending Rough Sleeping Action Plan that will be implemented in 2020/21.



Priority Objective 3: Improve and increase the provision of housing support for households to live independently within the communities

- In 2019/20 the HomeStart team was established to provide support and assistance to all new council tenants within South Lanarkshire, including those who may be at most risk of homelessness. This includes assistance to set up and sustain tenancies, focusing on identifying risk and providing starter packs where required. Since full roll out in September 2019, the HomeStart team have assisted 649 new tenants and provided 247 starter packs.
- In January 2019, a specialist support provision was introduced on a pilot basis to improve access to health and social care services, in particular, drug, alcohol and mental health. Blue Triangle led on this work funded by the Alcohol and Drug Partnership, initially with £20,000 for a six month test. Although limited in scale, this intensive support service has seen positive outcomes for the most complex need cases. In conjunction with clients, housing and support plans have been successfully developed where this had previously proved difficult. The project has since continued and expanded.
- A Specialist Housing Officer post was created in 2019/20 to further develop a personal housing planning approach for vulnerable groups, including women experiencing

domestic abuse and young people leaving care. Work has progressed on revising the Housing/Social Work Resources joint through-care protocol in conjunction with service users and third sector partners. This work will continue in 2020/21 through existing partnership groups and will be overseen by the user led Champions Board and Make a Stand Working Group.

- Housing Options and Homelessness awareness training continues to be provided to secondary schools across South Lanarkshire. Over the last year awareness sessions were delivered to 200 young people. Work is also underway with Education Resources to produce a film focusing on homelessness and tackling poverty which will be included in the future school curriculum. The film will continue the theme of co-production and involve those with lived experience of homelessness.
- Following the report on the adverse effects of children in homelessness and promoting digital inclusion for households who are homeless, a pilot has been established 'Bringing IT Home' to provide tablets and a year's mobile broadband to 25 homeless families. The progress and impact of this pilot will be monitored in 2020/21.
- In April 2019, a complex case panel was introduced to review the most complex need homelessness cases. The panel involves partners including NHS Health and Homelessness Team, Shelter Scotland, Blue Triangle, YPeople, local housing office leads and the Central Homelessness Team. The panel reviews individual circumstances and agree next steps in ensuring development of a housing and support plan. This approach ensures housing support is not withdrawn for any negative reason, such as lack of engagement to ensure every option is explored across the partnership to meet support needs and secure permanent and sustainable accommodation.



Priority Objective 4: Expand the scope and capacity of our Housing First approach to be the first response for households with multiple complex needs

- Prior to the introduction of the RRTP, Housing and Technical Resources tested a Housing First approach on a small scale with three cases. This pilot evaluated well and informed further roll out of the process. During 2019/20, a further 10 homeless households moved onto settled accommodation with a Housing First approach and wrap around support, drawn from a combination of existing resources. The sustainment rate for the 10 households is 100%. It is anticipated that with the benefit of additional intensive wrap around support, for which preparatory work to commission was undertaken during 2019/20, the council's Housing First approach will increase further during 2020/21.
- A pilot project was established in 2019/20 working with the Scottish Prison Service and HMP Barlinnie to implement Sustainable Housing On Release For Everyone (SHORE) standards for people entering and exiting prison, including a priority focus for short-sentence prisoners on remand. This evaluated well with the benefit of good information sharing, increasing prevention opportunities. Preparatory work has progressed over the past year, with the creation of a Specialist Housing Officer post with a specific remit for robust housing planning linked to SHORE.



Priority Objective 5: Enhance integration and partnership working to embed RRTP through a whole systems approach

- South Lanarkshire's RRTP was developed through a partnership approach involving Housing and Technical Resources, Health and Social Care, Registered Social Landlords and Third Sector partners, including commissioned homelessness services with an expert knowledge in both delivering local services but also leading in developing and delivering accommodation and support services.
- A key feature of the RRTP was the development of Partner Contribution Statements (PCS). These documents were prepared by each partner and support the RRTP by setting out details of the specific contributions they will make, individually or in conjunction with other partners, towards delivering the five priority objectives. The actions detailed within PCS's are wide and varied reflecting the different roles of partners and the services they delivered.

The PCS's are very much 'live' documents and as such are subject to continuous monitoring and review, to ensure that the work being undertaken is appropriate and continues to contribute towards the delivery of shared priorities. During the first year of the plan, partners have reported on the outcomes of their PCS and revised their specific contributions and intentions for year two.

- The Homelessness Strategy Group, with collective responsibility for developing and delivering RRTP outcomes, taking account of the voice of lived experience, meet quarterly to ensure the actions identified within the RRTP are taken forward in partnership.
- Housing and Technical Resources continue to work closely with partners in health and social care to understand trends, patterns and opportunities to prevent homelessness and respond at the earliest opportunity. This includes development of pathway plans for health workers to increase housing circumstances enquiry and referral routes.
- Housing and Technical Resources and the Health and Social Care Partnership have also worked together to develop and introduce specific 'Directions' within the Strategic Commissioning Plan 2019-22. These aim to promote homelessness routine enquiry across frontline health services and prioritise access to services for homeless households. This will be progressed as a priority in 2020/21.
- The council is also engaging with the National Health Service on national data trend analysis again to understand links between health and homelessness data with a view to aiding preventative activity.

4.4 In addition to the achievements and actions progressed in relation to each of the priority objectives, the council and its partners continue to assess support needs for all homeless households. Tailored packages of support are developed and delivered by the council through locality or specialist teams and commissioned services, based on trauma informed practice principals.

4.5 In December 2019, the Care Inspectorate carried out an inspection of the Homelessness Housing Support Service. The council was awarded grade 5 - 'very good' for the two areas assessed; quality of care and support and quality of management and leadership. The report from the Care Inspectorate also highlighted key strengths and areas of good practice, as follows:

- Staff were skilled in addressing complex behaviour and supporting people through change and are highly skilled at building trust.
- Service users spoke highly of the support they received and clearly trusted staff.
- Leadership strengths were identified in the approach to auditing performance, noting this was robust with clear plans in place to address any performance issues identified.

4.6 Review Scorecard

To monitor progress against each of the five priority objectives in the RRTP, a traffic light scoring system is used. Attached to the priorities are 52 indicators, comprising 32 actions and measures, against which progress is monitored and reported.

Colour	Progress
Green	Achieved/on target
Amber	Minor slippage
Red	Significantly off target

Figure 7 below provides a summary of the position in relation to the progress made towards the achievement of the five priority objectives at RRTP during 2019/20. Over 82% of the indicators were either achieved or were close to target.

RRTP Scorecard 2019/20	Green	Amber	Red	Report later/contextual	Total
Prevent homelessness occurring and significantly reduce homelessness	9	2	0	1	12
Significantly reduce time spent by households in temporary accommodation and minimise moves before moving to settled homes	11	1	0	1	13
Improve and increase the provision of housing support for households to live independently within communities	7	2	0	3	12
Expand the scope and capacity of our Housing First approach to be the first response for households with multiple complex needs	7	0	0	3	10
Enhance integration and partnership working to embed RRTP through a whole systems approach	3	1	0	1	5
All	37	6	0	9	52

Figure 7: RRTP 2019/20 Scorecard

Those identified as amber measures and actions will be monitored throughout 2020/21 and those that are currently listed as ‘to be reported later’ will be progressed or reviewed by the Homelessness Strategy Group during 2020/21.

4.7 Changes and amendments to the RRTP

The annual review provided the opportunity to assess and report on the progress made against each of the actions and measures contained within the plan. It also allowed for a general re-examination of the RRTP, to ensure that the initial objectives, actions and measures identified, remain appropriate and relevant.

As part of the review process, two minor amendments have been made to the RRTP. These are detailed in the table below and will be reported to Housing and Technical Resources Committee as part of the update on the first annual review of the RRTP.

RRTP Reference	Summary of amendment	Context
Priority Objective 1	Amend the description of the priority objective to include prevention of homeless, as follows: “Prevent homelessness occurring and significantly reduce homelessness”	Feedback from the Scottish Government on the RRTP highlighted that there was a need to draw out more clearly the emphasis placed on prevention of homelessness within the plan. The amendment to the description of priority objective 1 clarifies that prevention of homelessness is a focus of the RRTP.
Measure 2.7	Remove measure and re-number remaining measures under Priority Objective 2 of the action plan.	It has been identified that this is a duplicate of measure 2.4 and consequently there is no need to report on both.
Action 1.7	Add new action to develop Housing Options Framework for young people	Building upon development of housing pathway plan for care experienced young people and taking account of broader youth homelessness and most prominent reason for homelessness (parents/relatives can no longer accommodate) with a view to increasing homeless prevention opportunities for young people.

Figure 8: Amendments to RRTP 2019/20

5. Covid-19 and Homelessness

5.1 Impact on RRTP Annual Review 2019/20

In March 2020 the UK responded to the global Covid-19 pandemic by introducing lockdown restrictions which included the withdrawal of all but critical services and introducing measures to ensure local authorities provided emergency shelter for homeless households and rough sleepers.

The pandemic has had significant impact on homelessness services due to limited throughput to settled accommodation and therefore an increase in the use of temporary accommodation.

Preparation for the RRTP Annual Review 2019/20 was well underway prior to lockdown restrictions being imposed with a meeting of the Homelessness Strategy Group in January 2020 to consider the progress of the first year of the Plan and approve the priorities for year 2.

With the submission date being extended by the Scottish Government further consideration has been given to the anticipated impact of the emergency measures on the RRTP priorities and on the provision of homelessness services and the services of contributing partners.

Taking these measures into consideration the review document has been revised to reflect priorities which have become apparent in recovery planning and in how resilient the Council and the RRTP partners have been in responding to the crisis and adapting the services we provide.

The impact of recovery planning on homelessness services will put pressure on services to find suitable settled and permanent accommodation for those households whom Covid-19 has had a disproportionate effect on. The Scottish Government are clear that no-one should return to rough sleeping or congregate facilities and therefore the council must ensure there is adequate supply of affordable housing to meet increased demand throughout the pandemic.

5.2 Recovery Planning

As an immediate response to the global pandemic and following the work undertaken by the Scottish Government in anticipating recommendations by the reconvened Homelessness and Rough Sleeping Action Group (HARSAG), local authorities and their partners have had to move quickly to increase provision of temporary accommodation to meet increased demand.

As lockdown restrictions move through recovery phases it is important to ensure people facing homelessness during the crisis are supported to move from emergency accommodation to settled housing.

The impact of recovery planning on homelessness services will put pressure on services to find suitable settled and permanent accommodation for those households whom Covid-19 has had a disproportionate effect on. The Scottish Government are clear that no-one should return to rough sleeping or congregate facilities and therefore the council must ensure there is adequate supply of affordable housing to meet increased demand throughout the pandemic.

Our partnership group will consider how best to progress the actions and priorities detailed in the plan whilst ensuring public health protection principles are maintained and the spread of Covid-19 is contained.

Each phase allows for a wider range of activity to be undertaken as long as physical distancing and hygiene requirements are followed.

A swift and co-ordinated response has been delivered taking into consideration emergency legislation to ensure no-one is evicted into homelessness throughout each phase of recovery.

To date, Covid-19 has had little impact on the level of homeless presentations, 656 year to date compared to 652 in the same reporting period in 2019/20. The most common reason for homelessness remains that parents/friends can no longer accommodate, 24% and the most common household type remains single male between 25 to 59 years of age, 37% compared to 20% and 33% respectively in 2019/20.

Prevention work has been constrained given the very limited options to access all parts of the housing market.

It is appropriate therefore to remain flexible in addressing targeted objectives, it is clear that the pandemic has caused an increase in demand for temporary accommodation and therefore has required an increase in supply which is contrary to the long-term objective to reduce temporary accommodation however has been necessary to meet immediate need.

The Council therefore responded by increasing the level of temporary accommodation, housing support and directing available housing support to meet the needs of those living in temporary accommodation during this uncertain time. Increase in supply to date is as follows:

- The supply of temporary accommodation has been increased by 83 temporary furnished properties up to the end of July 2020, delivered by the council, RSL partners and private sector landlords. This is an increase of 11.3% since 2019/20
- 54 units of emergency 1st Stop accommodation have been secured for an initial six month period, with option to extend, at former University of West of Scotland student accommodation at Barrack Street in Hamilton, with 24 hour support commissioned by The Salvation Army.

Supply of temporary accommodation continues, in the short term, to increase alongside the increase in demand.

Although homeless presentations remain consistent with previous year levels the number of placements into temporary accommodation has increased significantly through the reporting periods of 2020/21, a total of 241 placements in reporting period two which is a 61% increase from the same period in 2019/20.

Close working with partners continues ensuring appropriate provision of suitable temporary accommodation and support to meet need, in particular for the most vulnerable such as young care experienced homeless people and those fleeing domestic abuse.

It is also important to highlight that the council has in place sufficient refuge accommodation though is flexible to any potential increase in specialist provision to meet the needs of any groups disproportionately impacted by Covid-19 such as victims of domestic abuse. Whilst an increase in incidents has been reported nationally this has not to date been the

experience of South Lanarkshire Council however the position remains under constant review, with partners such as Women's Aid South Lanarkshire, and availability of emergency and temporary accommodation remains agile and flexible in the event of any increase in need.

The restrictions of lockdown did not halt letting of suitable accommodation to homeless households which was deemed locally as a critical service. However both permanent and temporary accommodation available to let has been impacted upon as a consequence of the interruption to housing supply.

The restrictions on throughput to settled accommodation has resulted in an increase in use of B&B's as temporary accommodation which although now returning to previous short term use by exception will remain under review as a priority in recovery planning management.

While the Scottish Government considers a recovery strategy all five Housing Options Hubs are meeting regularly to gather local intelligence and share knowledge on how to provide a broad approach to prevention which will require RRTP's to include prevention pathways for overall recovery planning. Senior managers from South Lanarkshire routinely input to this approach

The crisis has given partnerships the opportunity to re-shape their initial RRTP iteration to become a crucial part of recovery planning.

5.3 Local Resilience

Throughout lockdown South Lanarkshire Council and its partners have remained heavily focussed on increasing levels of support for vulnerable households and despite reduction in lets during lockdown and an increase in the number of households in temporary accommodation the long-term homelessness case load volume has reduced.

The main reasons for homelessness remain constant and partners remain flexible in responding to housing market issues such as maintaining focus on increasing supply of affordable housing, quickly addressing recent increase in the number of households in temporary accommodation and adapting approaches to reflect emergency legislation requirements.

The expanded HomeStart service with dedicated officers providing support and practical assistance to all new tenants to facilitate tenancy sustainment has played a particularly important role during the period of the restrictions. The service has been invaluable in helping to achieve a continued high level of lets to homeless households, which accounted for 70% of all lets at July 2020. Supporting homeless households with the organisation of furniture removal has also played a vital role in facilitating access to permanent accommodation during the Covid-19 restrictions.

Nevertheless, in absolute terms there has been a significant reduction in the availability of permanent lets for homeless households since the on-set of the pandemic and consequently the rate and speed at which people are moving from temporary to permanent housing has significantly reduced. As a result the increase in specialist housing support has been utilised to support a wider homeless population, not necessarily with complex needs, during this uncertain and challenging time.

The importance of engagement and inclusion of the community has been highlighted in our response to Covid-19 and encouraging progression and flexibility in our continued response with our partners remains a priority moving into year 2 of the plan.

It is clear that the HomeStart Service and other housing support services will continue to play a vital role in assisting homeless households meet the particular challenges presented by COVID 19 over 2020/21

5.4 Unsuitable Accommodation Order (UAO)

In May 2020 the Scottish Government introduced legislation which amends the 2014 Homeless Persons (Unsuitable Accommodation) (Scotland) Order in response to the Coronavirus outbreak. The summary of changes includes an extension of UAO to all homeless households and no longer applies solely to families with children, pregnant women or those households which include a pregnant woman.

The definition of unsuitable includes accommodation which is not meeting minimum safety standards, is not wind and watertight and is not suitable for occupation by children and there is particular emphasis for households who may not live permanently with their children but who have parental and visitation rights.

The 2020 order amends UAO to include new types of temporary accommodation models to consider as exempt from the order including shared tenancies, community hosting and rapid access accommodation. This is linked to work developing mandatory temporary accommodation standards progressing from existing advisory standards. Guidance on the detail of the UAO is in development and representatives from South Lanarkshire are working with the Scottish Government on this piece of work, the outcome of which may have implications for South Lanarkshire.

Whilst the portfolio of temporary accommodation is currently under review to consider medium to long term need and demand and again significant and rapid increase in provision has been achieved over recent months, satisfaction with temporary accommodation is consistently high reinforcing confidence current supply is of good quality and meeting housing need.

Whilst as a partnership South Lanarkshire has had a strong track record in relation to the previous unsuitable accommodation order and pre Covid-19 had been confident of meeting this expanded duty, the lack of throughput and increased demand for temporary accommodation presents a particularly challenging environment in ensuring the optimum supply of good quality temporary accommodation during 2020-21. This therefore requires a revision of priorities moving forward into year two of the plan, unexpectedly now requiring continued increase in temporary accommodation. The longer term ambition remains reducing demand for and supply of temporary accommodation through increased prevention activity and speedy resolution of homelessness.

5.5 HARSAG was reconvened in June 2020 to make recommendations to ministers on what actions are needed in to end homelessness during the pandemic and beyond. Proposals for how to end homelessness in response to the coronavirus pandemic have now been agreed in principle by the Minister for Local Government Housing and Planning.

Amongst a top line summary of recommendations is a call to ensure there is an immediate flexible supply of affordable housing for all households who are rough sleeping or in emergency accommodation.

Local authorities are expected to continue to respond to the ongoing coronavirus crisis ensuring nobody returns to rough sleeping or unsuitable temporary accommodation. Urgent activity and approaches should be undertaken to prevent homelessness occurring

in the first place and local authorities should build on the progress made by the Scottish Government's and COSLA's "Ending Homelessness Together" plan.

HARSAG hope that they have built a set of recommendations that will form the basis of the next phase of the Scottish Government's plan to support people facing homelessness as the coronavirus situation continues.

As previously mentioned whilst South Lanarkshire does not have a visible rough sleeping concern each year a small number of applicants report having slept rough. Analysis reflects reasons for this being the applicant's choice for example to sleep in their car the night before, lack of awareness on availability of accommodation or how to access out of hours services. In response an Ending Rough Sleeping action plan has been developed, with a number of actions complete (for example additional online information) or in progress.

5.6 South Lanarkshire Council's Homelessness Strategy Group met in July 2020 to review how Covid-19 had impacted on

- public and commissioned services such as the provision of the rent deposit guarantee scheme,
- the percentage of lets being allocated to homeless households during the pandemic
- the demand for temporary accommodation and
- the urgent requirement to increase funding for the provision of a robust Housing First model to meet demand from households with complex support needs

The group agreed the priorities set for year 2 and that the plan needs to be flexible and adaptable as we move through the recovery phases and needs to be ongoing as we learn more about what priorities arise in finding permanent and settled accommodation for those currently in emergency settings.

6. Priorities for 2020/21

6.1 A key aspect of the annual review was to consider the appropriateness of the actions identified in the RRTP, with a particular focus on those to be progressed during the future years of the plan.

6.2 A sustained focus has been placed on priorities despite the continuing impact of Covid-19. Alongside this, the practicalities of commissioning services and ensuring that due diligence has been applied in respect of legal and contractual arrangements, resulted in a delay in certain projects/actions being progressed during year one. Year two priorities will largely mirror year one to provide sufficient time to embed and fully implement the projects and actions.

6.3 A summary of the key priorities to be progressed during 2020/21 are detailed below:

- Responding to the continuing impact of Covid-19 by recovery plan action management, resilient service provision including ensuring the supply of temporary accommodation is optimised.
- Continue to deliver affordable homes for social rent in South Lanarkshire. The Strategic Housing Investment Programme 2020-25 was approved in November 2019

and outlines potential plans for a further 3,141 homes to be delivered by the Council and RSL's by 2025.

- Ensuring the number of families with children presenting as homeless is further reduced by continued focus on prevention and support which removes the threat of homelessness or provides practical or financial assistance for tenancy sustainment.
- Continuing progress reducing long-term homelessness i.e. households waiting for a house for more than 1 year. This will be achieved through ongoing programme of delivering affordable housing either through construction or by open market purchase and also by working in partnership with local landlords in the private rented sector.
- Prioritising the reduction in the use of Bed and Breakfast as emergency accommodation in line with the Unsuited Accommodation Order (2020).
- Further enhance Partner Contribution Statements.
- The 'Directions' relating to homelessness will be added to the Strategic Commissioning Plan 2019-22 and be implemented. These aim to promote homelessness routine enquiry across frontline health services and prioritise access to health services for homeless households.
- Ensuring that the right links between the RRTP and Local Child Poverty Action Report 2020 are in place to support and improve outcomes for homeless households with children.
- Victims of domestic abuse will continue to be supported and provided with refuge through dedicated services provided by Women's Aid South Lanarkshire and East Renfrewshire (WASLER) and other partners. Despite a lack of throughput to settled accommodation this continues to be aided following the recruitment of a dedicated officer to develop personal housing plans for victims of domestic abuse.
- Develop Housing Options approach for Young People.
- Progress actions within the Ending Rough Sleeping Action Plan. This includes working with those with lived experience and further developing online resources to improve the accessibility of information available on what to do and who to contact if you have nowhere to stay.
- Now developed, the South Lanarkshire Rent Deposit Scheme (RDS) innovation fund will be implemented, to provide additional financial support to private rented sector tenants who are identified as at risk of becoming homeless.
- The positive work commenced by the Council's HomeStart service will continue to be expanded, with additional resources being provided to increase the level of support and assistance available to new tenants.
- Continue to develop the Council's Housing First Approach by providing suitable secure accommodation and wraparound support to homeless households with complex needs requiring this enhanced approach to resolve homelessness.
- Progress plans to convert temporary units to permanent accommodation. While the original target was 20 units per year over the five years of the RRTP, it is expected that this number will increase in 2020/21 to approximately 40 units, in light of the increase in the provision of temporary accommodation.

6.4 Funding the RRTP during 2020/21

Scottish Government Funding

As noted previously, in July 2019, the Scottish Government provided funding of £461,000 to support the implementation of the RRTP in year one. Due to the timing of this funding, there has been an underspend of just under £58,000 in year one. The Homelessness Strategy Group agreed that the underspend from year one should contribute to increasing capacity of the support provision for year two, taking into account the backlog in caseload, the long term objective to reduce levels of need and the requirement for intensive support in the later years of the plan (expected from year three onwards).

During 2020/21, the Scottish Government's Ending Homelessness Together Fund confirmed a funding allocation of £453,000 for South Lanarkshire. Partners agreed that this would be used to further embed and progress the following RRTP actions:

- The expansion of the Council's HomeStart service, to increase the number of households that can be supported.
- The expansion of specialist support services currently provided by The Salvation Army for homeless households with drug, alcohol or mental health issues.

Continuation of funding dedicated officer post to support and work directly with victims of domestic abuse, including developing personal housing plans and reviewing the current provision of temporary accommodation available.

- The recruitment of a dedicated prison link officer to continue and expand the 2019/20 pilot of implementing SHORE standards for individuals entering and leaving prison.
- The continuation of the Housing First programme.
- The costs related to 'flipping' temporary accommodation to Scottish Secure Tenancies.
- The continuation of the innovation fund, administered by the Rent Deposit Scheme, to provide financial support to privately renting tenants at risk of becoming homeless.

Other funding sources

The Homelessness Strategy Group is aware of the need to consider other potential funding routes in order to meet future resourcing requirements of the RRTP. On an ongoing basis, partners will continue to work collaboratively to identify funding opportunities. Indeed, the following funding routes have been identified and will be progressed during 2020/21:

- The Tackling Poverty Fund committed to match funding tenancy start/sustainment support. The aim being to help those in hardship sustain accommodation through the provision of goods, assistance and services to meet identified needs and ensure tenants homes are safe and comfortable spaces.
- The council's Homeless Prevention Tenancy Sustainment Fund will be continued in 2020/21. This complements RRTP actions in relation to homeless prevention and tenancy sustainment by delivering financial support as well as more general housing support to council tenants to help them sustain their tenancy.

- A private housing developer provisionally offered to match fund the 'Bringing IT Home' project which would enable delivery of IT equipment, online access and support to develop skills to a further 25 families. This was a pre-Covid-19 offer that we hope can be progressed as part of RRTP 2020/21. Opportunities will be explored with all of our new build partners.
- Wider opportunities to support households access online services, including delivery of housing support will be explored with internal and external partners over the coming year
- The South Lanarkshire Alcohol and Drug Partnership have committed a further contribution of £20,000 to extend the successful Blue Triangle intensive support project, delivering wraparound support to those with complex needs.
- Partner RSL's have collectively submitted an expression of interest for the national Homelessness Prevention Fund for funding to enable the delivery of housing support services to households at the highest risk of homelessness. It is proposed that these services will be delivered through the establishment of contractual relationships with Third Sector housing support providers, already working in South Lanarkshire.

Appendix 1: RRTP Action Plan

The table below provides progress against each of the measures and actions during the first year.

Priority Objective 1: Prevent homelessness occurring and significantly reduce homelessness					
Measures		Target	RRTP Baseline	Progress at 31 March 2020	Lead
M1.1	Number of homeless presentations	Reduce 10 – 20%	1928	2090	HTR
M1.2	Level of homeless households	Reduce 10 – 20%	892	956	HTR
M1.3	Number of affordable homes added to the housing supply (new and OMP)	Annual target will be set and detailed in the Strategic Local Programme Agreement, developed between SLC and the Scottish Government.	RSL 283	489 (206 added 2019/20)	HTR RSL
			SLC 193	288 (78 added 2019/20)	
M1.4	New supply affordable housing suitable to meet particular needs (amenity)	Increase	170	44 additional properties	HTR RSL
M1.5	Increase the number of accredited landlord properties	+9% from LHS Baseline (1068)	1068	To be reported later	HTR
M1.6	Number of homeless households whose housing needs are met in private rented housing	Maintain in 2019/20	50 (at March 2019)	60 80 (including resolved pre-decision)	HTR

Actions		Target/Milestone	Progress in 2019/20	Lead
A1.1	Set housing supply targets for new build properties and ensure contribution to meeting homelessness needs are considered in the planning process	Aligned with Strategic Housing Investment Plan	New build programme progressing in accordance with South Lanarkshire Strategic Housing Investment Plan 2020-25 approved by Housing and Technical Resources Committee in November 2019	HTR RSL
A1.2	Increase number of properties acquired through Open Market Purchase to support conversion of temporary accommodation to SST and rehousing in pressure areas	Annual target to be agreed.	60 additional council homes purchased through the council's framework for Open Market Purchase (OMP).	HTR
A1.3	Continue to develop and promote the landlord accreditation scheme	Deliver two private landlord forums per annum in partnership with Landlord Accreditation Scheme	Commitment to hold two Private Landlord Forums per year. The first Forum of 2019/20 took place 19th September 2019 and was attended by around 70 landlords. The Forum scheduled for 19th March 2020 was cancelled due to the COVID-19 public health emergency	HTR
A1.4	Provide funding to incentivise landlords to access accreditation and training from Landlord Accreditation Scotland		Housing and Technical Resources continue to fund and work in partnership with Landlord Accreditation Scotland who provide training to private landlords.	HTR
A1.5	Re-commission and expand Rent Deposit Scheme to support implementation of RRTP	Incorporate expansion into service re-commissioning in September 2019.	South Lanarkshire's Rent Deposit Scheme (RDS), administered by YPeople, was allocated an additional £2,894 to increase the number of homeless households whose housing needs are met in the private rented sector. Progress on this will be monitored throughout 2020/21.	HTR
A1.6	Explore option to provide financial support to private rented tenants to achieve affordability and prevent homelessness	Complete option appraisal by September 2019. Implementation of preferred option by March 2020.	Through the RDS, and additional £2,500 was allocated to YPeople to provide financial assistance to tenants within the private rented sector to prevent homelessness and assist with tenancy sustainment.	HTR

A1.7	Develop Housing Options Framework for young people	Building upon development of housing pathway plan for care experienced young people and taking account of broader youth homelessness	Most prominent reason for homelessness (parents/relatives can no longer accommodate) therefore developing a needs specific pathway tailored to young people will assist with achieving prevention opportunities and increasing tenancy sustainment for young people	HTR
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Priority Objective 2: Significantly reduce time spent by households in temporary accommodation and minimise moves before moving to settled homes

Measures		Target	RRTP Baseline	2019/20	Lead
M2.1	Temporary Accommodation (TA) supply	Maintain levels and reconfigure subject to review during 2019/20. Review options for rationalisation during 2020/21.	530	517	HTR
M2.2	Percentage of social housing allocated to homeless households by all social housing providers in South Lanarkshire	50-60%. Set target subject to annual performance review.	49.2% SLC 29.4% RSL average	51.4% SLC 36.9% RSL average	HTR RSL
M2.3	Percentage of homeless households provided with a Scottish Secure Tenancy (SST)	Maintain/improve on LHS Baseline	61.2%	73.1%	HTR
M2.4	Percentage of former homeless households provided with a SST that maintain their home for more than 12 months	Maintain/improve on LHS baseline of 88%	88%	88.1%	HTR
M2.5	Average time spent in temporary accommodation (homeless households)	Reduce from 192 days	192 days	186 days	HTR

M2.6	Number of temporary accommodation units converted to SST	Up to 100 units converted over 5 year period	0	26 units	HTR
M2.7	Percentage of all homeless presentations which are repeated (within 12 months)	Reduce to <3%	4.5%	5.2%	HTR
M 2.8	Number of households who spend more than 12 months in temporary accommodation	Reduce by 50%	120	95	HTR
Actions		Target/Milestone	Progress in 2019/20		Lead
A2.1	Develop procedure for converting temporary accommodation units to SST.	Review best practice Identify suitable households and units	The approach of converting temporary accommodation to permanent accommodation for homeless applicants to minimise moves was established in 2019/20. Over the course of the last year, 26 were converted to a Scottish Secure Tenancy, these included a number of our longest homeless cases.		HTR
A2.2	Increase percentage of allocations to homeless households as required for each housing division in accordance with annual Local Letting Plans.	Aligned with Local Letting Plans. Tailor for HomeFinder and non-HomeFinder RSL partners	Each year, local letting targets are identified for the four housing divisions and approved by Housing and Technical Resources Committee. In addition, discussions take place with HomeFinder RSL's to agree a letting target for homeless households, that they work towards during the year (see M2.2 above for 2019/20 targets and performance).		HTR RSL
A2.3	Review number of properties currently used as Temporary Accommodation in line with demand	Implement annual targets for reduction in TA based on analysis of demand and supply	To be reported later		HTR
A2.4	Regularly review rent charges for temporary accommodation to ensure it remains a financially viable option for all homeless households.	Aligned with Homelessness Business Plan	Ongoing review of charges in line with Business Plan		

A2.5	Review current procedures in relation to suitable offers for homeless households, with the aim of reducing time taken to move into settled accommodation.	<ul style="list-style-type: none"> Review complete Revised process implemented 	The review of the Council's Housing Allocation Policy was completed in 2019/20, taking account of the Housing (Scotland) Act 2014, and approved by Housing and Technical Resources Committee on 20 March 2019.	HTR
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Priority Objective 3: Improve and increase provision of housing support for households to live independently within communities					
Measures		Target	RRTP Baseline	2019/20	Lead
M3.1	Number of people accessing Housing Options (prevention) services	1,000	964 interviews	933	HTR
M3.2	Percentage of homeless households provided with Housing Support Officer assistance	Maintain above 45%	38.3%	36.5%	HTR
M3.3	Percentage of looked after young people accessing and sustaining accommodation that meets their needs		To be determined.	To be reported later	HTR HSCP
Actions		Target/Milestone	Progress in 2019/20		Lead
A3.1	Increase housing support service provision to improve homelessness prevention and support tenancy sustainment	Review current service among all tenures.	In 2019/20 the HomeStart team was established to provide support and assistance to all new tenants within South Lanarkshire to set up and sustain their tenancy, focusing on identifying risk and meeting need. This supports new tenants who may be at risk of homelessness to set up and sustain their home. This includes providing starter packs where required.		HTR
A3.2	Increase provision of support from all services to support new tenancies, including improvements to housing starter/furnishing packs	<ul style="list-style-type: none"> Review and develop Implement and monitor effectiveness 	£19,750 was used to contribute to set up costs relating to HomeStart. Since September 2019, 649 new tenants have been assisted through this service An allocation of £25,000 was also used to provide additional and enhanced starter packs to new tenancies across South		HTR SWF

	and incentives to encourage uptake of offers.		Lanarkshire. Since full roll out in September 2019, 247 enhanced starter packs have been provided.	
A3.3	Monitor current Housing Options approach, and ensure adequate resourcing to meet any future increase in demand.	Annually monitor resourcing requirements and report through Annual Review	Service regularly monitored to ensure relevant resources are in place to meet demand.	HTR
A3.4	Deliver Housing Options and homelessness awareness training to young people, targeting high schools in areas identified with high homelessness rates amongst young people.	Monitor and report (annual)	Housing Options and Homelessness awareness training continues to be delivered to young people, targeting secondary schools in areas identified with high homelessness rates amongst young people. Work is also being carried out with Education Resources to include this in the school curriculum through the production of a film which will be produced along with service users with lived experience of homelessness.	HTR ER
A3.5	Review access to Scottish Welfare Fund with a view to ensuring effective and appropriate access for homeless households	To review Implement any actions from review.	To be reported later	HTR SWF
A3.6	Review current provision and need for outreach housing support and agree future service arrangements	Complete review. Current services/contracts due to end: <ul style="list-style-type: none"> • Shelter July 2021 • Women's Aid September 2019 • YPeople July 2021 Implement revised arrangements as a result of the review.	To be reported later	HTR

A3.7	Ensure 'care experience' is identified as a support need for any young people presenting as homeless and directed towards appropriate case managed pathway.	Monitor and report (annual)	Joint Housing and Technical Resources and Social Work Resources planning process identifies young care leavers housing needs from an early stage and facilitates robust housing planning. As safety measure, standard question on care experience within homelessness assessment to ensure standard management housing list priority awarded to secure suitable housing within reasonable period and prevent need for homelessness application, including where temporary accommodation is required for a short interim period.	
A3.8	Complete a Wellbeing Assessment for all children and young people who are homeless	Monitor and report (annual)	Work is underway with the Health and Social Care Partnership to introduce a wellbeing assessment for children experiencing homelessness. This is expected to be fully in place in 2020/21.	
A3.9	Promote digital inclusion for households who are homeless		Blue Triangle developed a pilot digital inclusion project for 25 homeless households (mainly with children) who have no access to the internet, delivering IT equipment, a year's online access subscription and support to develop skills as required. Progress on the pilot will be monitored throughout 2020/21.	

Priority Objective 4: Expand the scope and capacity of our Housing First approach to be the first response for households with multiple complex needs

Measures		Target	RRTP Baseline	2019/20	Lead
M4.1	Number of current households receiving Housing First support	Phased increase to 40	3	10	HTR
M4.2	Number of discharge planning cases handled through multi-professional joint working arrangements in hospitals/prisons and the community	Scope baseline and determine annual requirements.	<i>tbc</i>	To be reported later	HSCP

Actions		Target/Milestone	Progress in 2019/20	Lead
A4.1	Expand 'Housing First' across South Lanarkshire	Programme for expansion agreed Framework and necessary resources in place	10 Housing First cases were provided with permanent accommodation with wraparound support. To assist in supporting these applicants the contract with the Salvation Army was extended, creating two additional intensive support officers. As part of this wraparound support, an enhanced starter pack is provided to assist the applicant in setting up their home.	HTR
A4.2	Evaluate Housing First pathfinders and increase scale/scope of approach aligned to case conference criteria and pathways approach	Evaluation report	To be reported later	
A4.3	Review provision of refuge accommodation for female victims of domestic abuse to ensure it is adequate across all divisions.	Review and consider extension to current contract with updated requirements	To be reported later	
A4.4	Work with Scottish Prison Service and Addiewell prison to implement SHORE standards for people entering and exiting prison, including a priority focus for short-sentence prisoners on remand. Explore additional options for dedicated staff resources	Implementation plan agreed, for implementation from 2020/21	A pilot took place during 2019/20 working with Scottish Prison Service and HMP Barlinnie to implement SHORE standards for people entering and exiting prison, including a priority focus for short-sentence prisoners on remand. In 2020/21, funding for this pilot will be expanded to include the recruitment of a full time Officer with a specific remit for dealing with SHORE.	
A4.5	Increase awareness and increase training offered to front line services to support people impacted by Adverse Childhood Experiences (ACEs) from being homeless.	Evaluate requirement to raise awareness of partners in relation to ACE's Multi-agency training/communication programme agreed.	All officers included in ACE's and PIE training delivered on partnership approach across Housing, Health and Social Care delivered by YPeople.	
A4.6	Identify requirements for intensive, trauma informed and PIE residential supported	Complete scoping report.	Lindsay House homeless accommodation project attended additional homeless residential focused ACES/PIE training delivered by Scotland Homeless Network.	

	accommodation to meet the needs of extreme vulnerable groups			
A4.7	Promote 'routine enquiry' across all health and care services, including visiting outreach, to identify housing provision and financial security	Monitor and report via HHNA Steering Group (annual)	Housing and Technical Resources and the Health and Social Care Partnership have worked together to develop and introduce a specific Direction on this area within the Strategic Commissioning Plan 2019-22. This will be progressed in 2020/21.	HTR HSCP
A4.8	Prioritise access to general medical and universal health screening services for homeless people, including primary care (GP), prescribing, dentists, etc.	Monitor and report via HHNA Steering Group (annual)	Housing and Technical Resources and the Health and Social Care Partnership have worked together to develop and introduce a specific Direction on this area within the Strategic Commissioning Plan 2019-22. This will be progressed in 2020/21.	HTR HSCP

Priority Objective 5: Enhance integration and partnership working to embed RRTP through a whole systems approach					
Measures		Target	RRTP Baseline	2019/20	Lead
M5.1	Number of training and employment pathways for homeless households.	<i>To be progressed</i>	<i>To be agreed</i>	To be reported later	FCR
Actions		Target/Milestone	Progress in 2019/20		Lead
A5.1	Work with DWP to further develop use of discretionary support funding for homeless households to undertake appropriate training to develop skills and resilience to improve access to employment.	Agree target 2019/20	Working in partnership with the Department for Work and Pensions and Employment and Training to establish routes into work for homeless households. Initial details of available courses and access routes were provided during 2019/20. Work is ongoing to develop the partnership approach.		HTR DWP
A5.2	Explore options for improving digital connectivity for all homeless households, increasing engagement	Explore options and report	Blue Triangle developed a pilot digital inclusion project for 25 homeless households (mainly with children) who have no access to the internet, delivering IT equipment, a year's		HTR

	with services and enabling improved tenancy management.		online access subscription and support to develop skills as required. Progress on the pilot will be monitored throughout 2020/21.	
A5.3	Ensure effective training for staff is in place on awareness of third sector support available at a divisional level for at risk homelessness households.	<ul style="list-style-type: none"> • Scope current training provision • Implement improvements as required 	In partnership with VASLan, Housing and Technical Resources developed and delivered awareness training to front line officers on VASLan's Locator tool. The tool provides a database of local services available across South Lanarkshire covering a range of areas, including homelessness and financial advice.	TS
A5.4	Contribute to ongoing development and review of homelessness business plan to ensure sufficient resources available to continue to provide high quality services to homeless households	<ul style="list-style-type: none"> • Implemented recommendations as required. 	Progress against Homelessness Business plan is monitored on an ongoing basis throughout year against monthly performance reports, mid-year and year-end review.	HTR

Report

14

Report to:	Housing and Technical Resources Committee
Date of Meeting:	16 September 2020
Report by:	Executive Director (Housing and Technical Resources)

Subject:	39 Coronation Street, Carstairs – Lease to Carstairs Junction Welcome All Hub on Concessionary Terms
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise of the request to offer a lease on concessionary terms of 39 Coronation Street, Carstairs to Carstairs Junction Welcome All Hub

2. Recommendation(s)

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

- (1) that the community flat at 39 Coronation Street, Carstairs be leased to Carstairs Welcome All Hub for a concessionary rent of £1 per annum; and
- (2) that the Executive Director (Housing and Technical Resources), in conjunction with the Head of Administration and Legal Services, be authorised to conclude all matters in respect of the concessionary lease.

3. Background

- 3.1. The flat at 39 Coronation Street, Carstairs was formerly part of the Council's social housing stock, however, more recently has been in use by the local Housing Office as an office/community flat.
- 3.2. The flat is no longer required for operational purposes and there is also no demand for the property for use as social housing. The other 3 properties within the "four-in-a-block" layout are Council owned and tenanted.
- 3.3. Carstairs Junction Welcome All Hub have requested to lease the property for use as a community drop-in facility.
- 3.4. Carstairs Junction Welcome All Hub was established in April 2018. The Hub have applied for and received charitable status as of March 2020. The organisation receives funding from the Robertson Trust and self-fund from events. Once the Hub have secured premises they will be applying to the Big Lottery for additional funding of £10,000.
- 3.5. Carstairs Junction Welcome All Hub plan to use the premises as a drop in community hub to allow the local community to engage and interact with others, helping social isolation. The Hub will work in partnership with Clydesdale food bank assisting with referrals and food collections. Workshops such as living on a budget and healthy eating will be run from the premises as well as clubs for all ages

including activities for over 65s, lunch clubs and after school clubs. The Hub also hope to have a sensory room as the area has a high number of children with ASD needs.

4. Proposal

4.1. It is proposed that the flat at 39 Coronation Street, Carstairs be let on the following conditions:-

- ◆ Rent £1 per annum
- ◆ Annual Missive
- ◆ The property will be used as a community facility
- ◆ The tenant is responsible for internal repairs, maintenance and insurance
- ◆ The Council insures the building and recovers the premium from the tenant
- ◆ The tenant is responsible for all rates, water rates and utility costs

5. Employee Implications

5.1. There are no employee implications.

6. Financial Implications

6.1. The grant of the lease at £1 per annum is a concessionary rent which will be the subject of reassessment based on the community benefits realised through this continuing project.

6.2. The lease will mitigate any short term potential revenue liability on the Council in terms of vacant rates, maintenance, insurance and security of the property.

7. Other Implications

7.1. There will be a review of the viability of the project towards the end of the lease period and proposals for any further agreement will be reported back to Committee.

8. Climate Change, Sustainability and Environmental Implications

8.1. There are no issues in relation to climate change, sustainability and environment contained within this report.

9. Equality Impact Assessment and Consultation Arrangements

9.1. Consultation has taken place with Housing and Technical Resources, particularly the Lanark Housing Office and they are supportive of the proposed lease as no internal use has been identified for the property.

9.2. Planning have been consulted and the proposed use does not require any additional consent.

9.3. Local Elected Members have been consulted.

9.4. 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.

Daniel Lowe

Executive Director (Housing and Technical Resources)

11 August 2020

Link(s) to Council Values/Ambitions/Objectives

- ◆ 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

- ◆ None

List of Background Papers

- ◆ None

Contact for Further Information

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

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Report

15

Report to:	Housing and Technical Resources Committee
Date of Meeting:	16 September 2020
Report by:	Executive Director (Housing and Technical Resources)

Subject:	Housing and Technical Resource Plan - Quarter 4 Progress Report 2019/2020
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide the Resource Plan Quarter 4 Progress Report 2019/2020, for the period 1 April 2109 to 31 March 2020.

2. Recommendations

2.1. The Committee is asked to approve the following recommendations:-

- (1) that the HTR Quarter 4 Progress Report 2019/2020, summarised at paragraph 4.2. of this report and detailed at Appendix 1, be noted;
- (2) that the key achievements made by the Resource to date, detailed in paragraph 4.3 of this report, be noted;
- (3) that the areas for improvement and associated management actions as detailed in paragraph 4.4. of this report, be noted; and
- (4) that the additional scrutiny of changes in RAG status between Quarter 2 and Quarter 4 as summarised at paragraph 4.5 and detailed at Appendix 2 of this report, be noted.

3. Background

3.1. The Housing and Technical Resources Plan 2019/2020 was approved by Committee on 4 September 2019 and sets out the objectives and actions to be managed and delivered by the Resource for the financial year 2019/2020.

3.2. The Resource Plan follows the agreed corporate structure and style. The Plan is a key element of the council's performance management arrangements. It provides details of the context within which the Resource operates and establishes actions and measures for the year ahead based on the objectives set out in the Council Plan Connect 2017-22.

3.3. Performance management is a keystone of Best Value and ensures that the Council can demonstrate sound governance arrangements. The Resource Plan is one part of the Council's framework for planning and budgeting and demonstrates how this leads to effective front line service delivery.

3.4. As part of this framework the Resource Plan reflects the aspirations of the Council Plan, the Community Plan and the Neighbourhood Plans, as well as being complemented by the details of individual Service, Business and other Plans. Ultimately, these details are included in the key work objectives of individual officers. This demonstrates the 'Golden Thread' of performance management which ensures

a clear understanding of the Council’s vision, values, ambitions and objectives at all levels.

- 3.5. The current format for performance reporting has been established since 2007 and is used for Executive Directors’ reports to the Chief Executive, Resource Management Teams and Resource Committees. The focus has been on reporting progress on council objectives, statutory performance indicators, other key performance measures and high level Resource priorities.
- 3.6. In preparing the Plan, account has also been taken of the need to ensure a robust response to Risk Management and Control. Risks associated with delivery of the actions in this Resource Plan have been identified and evaluated and are listed in the Resource Risk Register. Where necessary, controls or further actions to mitigate these risks have been agreed. Such actions are tracked through the Resource Risk Control Plan which is kept under review by the Risk Sponsor for the Resource.
- 3.7. The latter part of the period covered by this report included the first stages as the Covid-19 pandemic took hold across the United Kingdom. Reference is made to the impact of the disease and the response to it in numerous places throughout the Quarter 4 Progress Report 2019/2020, which is attached as Appendix 1.
- 3.8. As Elected Members are aware, the Council was forced to suspend or reduce a number of services that could not be continued in full due to government advice, including adhering to physical distancing requirements for residents and for staff. The Council was also obliged to redirect resources so that it could deliver vital new services and supports for individuals, communities and businesses.
- 3.9. As a result there has been an inevitable impact on performance in some areas, though, as this report covers the period to 31 March 2020, this impact is not as great as might be expected in further performance reports that will follow, covering later periods.

4. Quarter 4 Progress Report 2019/2020

- 4.1. Progress against all 2019/2020 Resource Plan measures is contained in the Quarter 4 Progress Report 2019/2020, attached as Appendix 1. This report has been produced from the Council’s performance management reporting system IMPROVe, and uses a traffic light format with the following definitions to give a status report on each measure:

Status	Definition
Green	The timescale or target has been met as per expectations
Amber	There has been minor slippage against timescale or minor shortfall against target
Red	There has been major slippage against timescale or major shortfall against target
Report later	The information is not yet available to allow us to say whether the target has been reached or not. These will be reported when available
Contextual	Included for ‘information only’, to set performance information in context

- 4.2. Measures which are classified as ‘red’ are considered in detail at section 4.4. of this report. To ensure adequate scrutiny of performance across all Resources, the council’s Performance and Review Scrutiny Forum may consider ‘red’ and ‘amber’ measures at a future meeting.

The overall summary of progress to date is as follows:-

Status	Measures	
	Number	%
Green	75	85%
Amber	5	6%
Red	2	2%
Report later/Contextual	6	7%
Totals	88	100%

(Data correct as at 20 August 2020)

4.3. Key achievements for 2019/2020 are noted below:

4.3.1.

Connect Objective: Improve later life	
Resource Objective	Achievement
Improve services for older people	A further 35 new build affordable properties suitable for the needs of older people have been delivered.
	Over 1655 adaptations have been completed in Council and private homes allowing people to remain in their own home.
	All demand has been met for adaptations to Council housing. There is no waiting list for Council adaptations.

Connect Objective: Improve the availability, quality and access of housing	
Resource Objective	Achievement
Improve the quality, access and availability of housing	During 2019/2020 a total of 95 new/affordable homes have been delivered, including the purchase of 60 properties from the open market.
	99.8% of homeless and potentially homeless decision notifications issued with 28 days of date of initial presentation achieved against target of 98%.
	The average time to relet empty homes was 22 days, which was consistent with the target.
	96% of response repairs were completed on time throughout the year and 94% of appointments were met.
	Emergency repairs were, on average, completed in 3 hours 44 minutes against a target of 24 hours.
	93% of tenants satisfied with repairs carried out against target of 90%.
	99% of reactive repairs completed right first time.

Connect Objective: Support our communities by tackling disadvantage and deprivation and supporting aspiration	
Resource Objective	Achievement
Work with communities and partners to promote high quality, thriving and sustainable communities	93.2% of dwellings meeting Scottish Housing Quality Standard (SHQS).
	The Local Housing Strategy 2017-2022 continued to be implemented with the most recent Annual Review reported to Executive Committee during December 2019.

Connect Objective: Ensure schools and other places of learning are inspirational	
Resource Objective	Achievement
Ensure schools and other places of learning are inspirational	131 new primary schools/nurseries completed to date.

- 4.3.2. Resources have established their own Resource objectives to support the delivery of Connect objectives. In addition to working towards these objectives, we recognise that the Council will continually aim to improve and ensure effective and efficient use of resources, and that business will be conducted with integrity and transparency and will operate to the highest standards. In order to monitor and report progress against these values, Resource objectives have also been identified, under the heading Delivering the Plan and achieving Best Value.

Delivering the Plan and achieving Best Value	
Resource Objective	Achievement
Compliance with statutory response timescales for information in terms of EI(S)Rs, FOISA and subject access requests under DPA	98.98% of all Freedom of Information requests completed within time.
	100% of Environmental Information (Scotland) Regulations completed within time.
	100% of Data Protection Act completed within time.
Maintain current high levels of income collection and generation	The level of rent arrears at 7.05% of gross rent debit, was significantly below the target of 8.68%.
Labour Turnover rate	2.6% labour turnover rate against target of 5%.

- 4.4. Areas for improvement
Measures that have been classified as 'red' (major slippage against timescale or shortfall against target) are noted below, together with the reason why, and the management action now being taken, where required.

Connect Objective: Improve later life		
Resource Objective: Improve services for older people		
Measure	Comments/Progress	Action by Manager (where applicable)
% of standard adaptations to council houses within agreed appointment times	85.6% of standard adaptations completed against target of 97%, action plan implemented to improve current performance levels	Actions identified and implemented to improve performance.

Connect objective: Delivering the Plan and achieving best value		
Resource objective: Delivering the plan and achieving best value		
Measure	Comments/Progress	Action by Manager (where applicable)
100% coverage of Personal Appraisals (PAs) of employees in scope	At the end of quarter 4 the Resource completion rate was 84.3%.	Managers currently updating people connect as performance appraisals take place and returns are still being processed.

4.5. **Scrutiny of change in RAG status**

A further analysis introduced to aid scrutiny of performance, is to highlight and explain all measures that have changed RAG status from Quarter 2 to Quarter 4. On analysis of the measures falling into this category, many of the narrative updates input into the system clearly explained the reason for the change in status which illustrates the improved quality of the comments in the quarterly updates. However, the scrutiny did identify a number of measures where services were asked to review the RAG status and/or provide additional explanatory narrative or details to assist understanding. Appropriate amendments were made on the IMPROVe system. A summary of the measures falling into this category of further scrutiny is included at Appendix 2.

5. Employee Implications

5.1. The Resource objectives noted within the Resource Plan will inform Service Action Plans, where applicable, and in turn the Performance Appraisal process for individual employees.

6. Financial Implications

6.1. The objectives within the Resource Plan are reflected in the respective annual Resource Revenue and Capital budgets and, longer term, within the framework of the council's approved Financial Strategy.

7. Climate Change, Sustainability and Environmental Implications

7.1. There are no climate change implications, sustainability or environmental implications as a result of this report.

8. Other Implications

8.1. The Community Plan 2017-2027 was agreed at the Community Planning Partnership Board on 11 October 2017. A significant element of the delivery of the outcomes in the Community Plan will come through the achievement of the actions contained within Connect.

8.2. Resource Plan actions are assessed as part of the Resource's risk management arrangements and relevant issues have been added to the Resource Risk Register.

8.3. The Resource Plan takes into account Resource responsibilities in relation to sustainable development.

9. Equality Impact Assessment and Consultation Arrangements

- 9.1. Many of the actions detailed within the Resource Plan reflect ongoing strategies and policies which will be or have been the subject of consultation and equality impact assessment.

Daniel Lowe

Executive Director (Finance and Corporate Resources)

20 August 2020

Link(s) to Council Values/Objectives

- The Resource Plan has been structured upon the Vision, Values, Ambitions and Objectives in the Council Plan Connect 2017-22

Previous References

- Housing and Technical Resources Committee, 4 September 2019

List of Background Papers

- Council Plan Connect 2017-22
- Housing and Technical Resource Plan

Contact for Further Information

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

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Housing and Technical Resources

improve

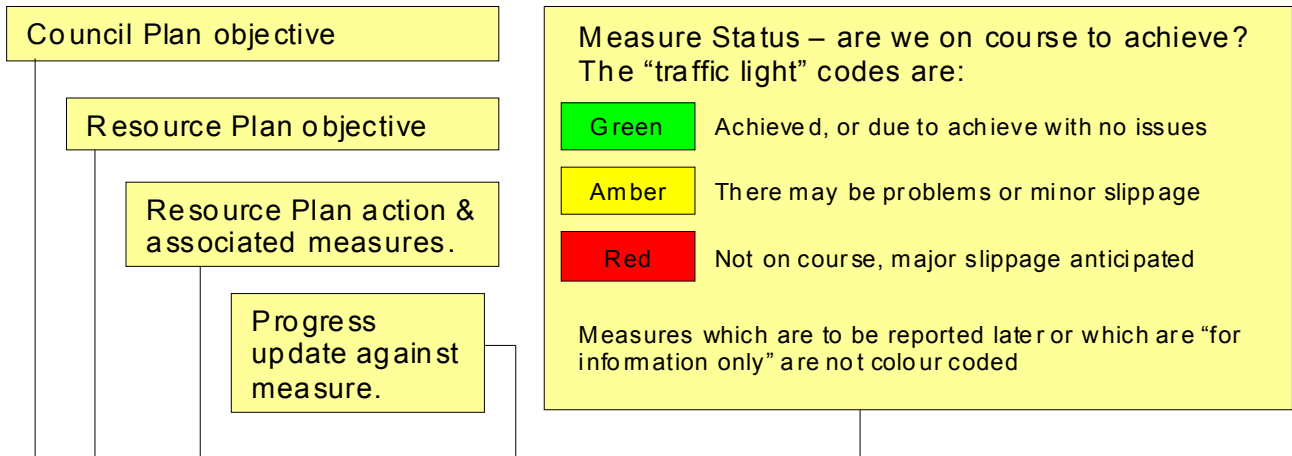
Resource Plan

Performance Report 2019-20
Quarter 4 : April 2019 - March 2020

(This represents the cumulative position to March 2020)

How to use this performance report

This performance report is intended to be both informative and easy to use. The guide below is designed to help you get the most out of the report and to answer the most common questions you might have.



Develop a sustainable Council and communities									
Provide services and infrastructure which help local communities to become more sustainable									
Action	Measures (non statistical measures shaded grey)	Comments/ Progress	Status	This Year		Last 3 Years			
				Target	To Date	2009/10	2010/11	2011/12	
	Council target achieved for waste tonnage per household (target is lower than 1.3 tonnes)	This figure is for quarter one (quarter two figure is not yet available, so will be reported in quarter three).	Green	1.3	0.3	1.3	1.2	1.2	
	Council target achieved for municipal waste collected during 2012/13 that was recycled or composted (40% or above)	This figure is for quarter one (quarter two figure not yet available, so will be reported in quarter three).	Green	40.0%	44.1%	40.1%	38.2%	40.5%	
Introduce new waste management services to reduce waste and increase recycling	Project for treatment facilities progressed by March 2013	A report is to be presented to the Executive Committee in December 2012 identifying options for a long term solution.	Amber	--	--	--	--	--	
Manage flooding priorities and deliver prioritised flood protection schemes	Prioritised flood protection projects delivered by March 2013 in line with available capital / revenue funding	Larch Grove, Hamilton - brief issued to consultant for ground investigation to inform design of works. Site investigation - boreholes complete, further investigation of existing culvert underway to locate buried manhole. Detailed design to be prepared when site investigations complete. Bellfield Road, Coalburn - culvert lining works completed 30 August 2012	Green	--	--	--	--	--	
	Preparation of prioritised 5 year programme of flood protection / management projects by March 2013	Currently analysing previous flood events, completed improvement works and known problem areas to allow a 5 year programme to be prepared.	Green	--	--	--	--	--	
	Options for aligning the management of flooding priorities reviewed across Community and Enterprise Resources by December 2012	Meeting held between Community and Enterprise Resources staff to discuss integrating response to flooding procedures and other opportunities. Follow up meeting to be scheduled for November.	Green	--	--	--	--	--	

Statistics for the current year. The **Target** shows what we want to achieve by the end of the year. The **To Date** column shows how much we have achieved so far.

Statistics for last 3 years, showing how we are doing over time.

Summary - number of measures green, amber and red under each Council Plan objective/theme

Council Objective / Theme	Green	Amber	Red	Report later / Contextual	Total
Improve later life	6		1	2	9
Protect vulnerable children, young people and adults	4				4
Deliver better health and social care outcomes for all	1				1
Improve the availability, quality and access of housing	16	3		2	21
<i>Improve road network and influence improvements in public transport</i>					
Work with communities and partners to promote high quality, thriving and sustainable communities	14				14
<i>Support the local economy by providing the right conditions for inclusive growth</i>					
Support our communities by tackling disadvantage and deprivation and supporting aspiration	7				7
<i>Improve achievement, raise educational attainment and support lifelong learning</i>					
Ensure schools and other places of learning are inspirational	1	1			2
<i>Encourage participation in physical and cultural activities</i>					
Delivering the plan and achieving best value	26	1	1	2	30
Total	75	5	2	6	88

Improve later life

Improve services for older people

Action	Measures <i>(non statistical measures shaded grey)</i>	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
				Target	To Date			
Increase supply of housing suitable for older people	Existing amenity properties and mainstream properties upgraded and converted to amenity per agreed programme (RP)	As of quarter 4, a total of 31 properties have been brought up to the amenity standard whilst void.	Green	---	---	---	---	---
	Number of new build affordable properties suitable for the needs of older people (RP)	As at 31 March 2020, a further 35 new build affordable properties suitable for the needs of older people have been built.	Green	---	---	---	---	---
Continue to ensure the provision/ installation (or funding) of equipment, adaptations and other services	Number of adaptations completed in Council homes	This measure is demand led.	Contextual	-----	848	1,126	976	979
	Number of approvals given for adaptations in private homes	This is a demand led service.	Green	900	807	576	507	552
	No of households currently waiting for adaptations to their home	Target achieved	Green	0	0	0	0	0
	% of approved applications for adaptations completed in year (SSHC)	All adaptations were approved, this measure is demand led.	Contextual	-----	100.00%	99.14%	100.00%	93.00%
	Average time (working days) to complete applications (SSHC)	Target achieved	Green	28.00 days	24.82 days	26.28 days	27.00 days	29.73 days
	% of standard adaptations to council houses within agreed appointment times	Review of performance carried out and action plan in place to address drop in performance.	Red	97.0%	85.6%	99.1%	96.4%	93.0%
Ensure that Sheltered housing services are compliant with Care Inspectorate Inspection standards	Develop and implement improvement plan to take forward any actions from Care Inspectorate annual assessment (RP)	Homeless service unannounced inspection complete and no recommendations or requirements. Await inspection of Sheltered Housing Services, preparations being maintained meantime.	Green	---	---	---	---	---

Protect vulnerable children, young people and adults

Contribute to the Council's objective to protect vulnerable children, young people and adults

Action	Measures <i>(non statistical measures shaded grey)</i>	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
				Target	To Date			
Contribute to effective joint working in protecting children and adults at risk of harm	Annual review and report on operation of Adult and Child Protection procedures	Review of the current Adult and Child Protection procedures took place and areas for improvement identified.	Green	---	---	---	---	---
Ensure effective housing service contribution to Partnership approach to GIRFEC	Continue to deliver appropriate services for homeless children (RP)	Continue to ensure appropriate accommodation is available, including on-going work with partners to identify how broader health and wellbeing needs can be met.	Green	---	---	---	---	---
Ensure our services are tailored to the needs of people who are experiencing domestic abuse and young people who have been looked after	Review services to ensure they are appropriately reflected of people experiencing Domestic abuse	Dedicated resources in place to implement partnership response.	Green	---	---	---	---	---
	Continue to work with partners to support young people moved from Care to living in their own home on a permanent basis	Ongoing work with partners to effectively plan for housing needs of care experienced young people, including a dedicated through care officer.	Green	---	---	---	---	---

Deliver better health and social care outcomes for all

Deliver better health and social care outcomes for all

Action	Measures <i>(non statistical measures shaded grey)</i>	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
				Target	To Date			
Ensure effective contribution to health and social care outcomes contained within the Strategic Commissioning Plan	Implement Housing actions detailed in the Strategic Commissioning plan to help achieve priority outcomes for health and social care (RP)	Housing and Technical Resources continues to ensure climate change duties are incorporated into new or revised policies and strategies, this includes pre-screening for Strategic Environment Assessments.	Green	---	---	---	---	---

Improve the availability, quality and access of housing

Improve the quality, access and availability of housing

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
				Target	To Date			
Increase the number of new affordable homes	Total new/additional affordable homes delivered per SHIP/SLP (RP)	During 2019/20 a total of 95 additional/affordable homes have been delivered, comprising 60 open market purchase properties. Additional site starts achieved at Edinburgh Road, Biggar and due to start at the former Law Primary School site.	Green	---	---	---	---	---
	Work with key partners to ensure the delivery of targeted number of new affordable housing	Strategic Housing Investment Plan 2020-25 approved by Scottish Government and being progressed.	Green	---	---	---	---	---
Improve access to settled accommodation for homeless households	% of lets to Urgent housing (UH) need households	Target achieved	Green	50.0%	51.4%	47.7%	48.6%	49.2%
	Continue to implement the Rapid Rehousing Transition Plan from April 2019	The RRTP was implemented in April 2019, with good progress being made throughout 2019/20. A review of the plan is currently underway and is scheduled to be reported during September 2020.	Green	---	---	---	---	---
Ensure all homeless applicants receive a fast, efficient, responsive service that meets their needs	% of homeless and potentially homeless decision notifications issued within 28 days of date of initial presentation (RP)	Target achieved	Green	98.0%	99.8%	99.4%	99.1%	99.4%
	Average length of time in temporary accommodation (SG) (RP)	Performance improved from an average of 108 days to an average of 102 days during 2019/20 and was only slightly above target for the year.	Amber	100 days	102 days	113 days	106 days	108 days
	% of households requiring temporary accommodation to whom an offer was made (SG)	Target achieved	Green	100.0%	100.0%	97.0%	99.3%	99.4%
	% of temporary accommodation offers refused (SG) (RP)	Target achieved	Green	7.00%	6.24%	5.53%	7.74%	8.25%
Improve tenancy sustainment	% of new tenancies sustained for more than a year by source of let (SSHC)	Target achieved	Green	90.00%	90.08%	89.40%	90.20%	89.37%
Continue with the Council's Housing Options Service (Home Options)	Continue to deliver and further develop Housing Options with a focus on homeless prevention	The Integrated Home Options service continues to prevent homelessness, provide advice and assistance and outcomes are reported as part of Prevent 1 return.	Green	---	---	---	---	---
Continue to let houses	Average time taken to relet (SSHC) (RP)	Target achieved	Green	22 days	22 days	20 days	21 days	22 days

Improve the availability, quality and access of housing**Improve the quality, access and availability of housing**

Action	Measures <i>(non statistical measures shaded grey)</i>	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
				Target	To Date			
efficiently, effectively and fairly	% of rent due in the year that was lost due to voids (Operational void rent loss) (SSHC)	Target achieved	Green	0.52%	0.49%	0.44%	0.45%	0.46%
	% of total void rent loss (SSHC) (RP)	Overall void rent loss was higher than anticipated as a result of the volume of void properties requiring works of a significant nature. Despite the increase, the Council continues to be high performing as identified by recent benchmarking activity.	Amber	1.10%	1.35%	1.07%	1.03%	1.08%
	% of tenancy offers refused during the year (SSHC) (RP)		Contextual	-----	30.8%	41.7%	39.9%	37.1%
Continue to deliver an effective housing repairs and maintenance service	% of response repairs completed on time	Target achieved	Green	90.0%	96.0%	97.9%	98.3%	97.0%
	Ave length of time to complete emergency repair - hours (SSHC) - YTD	Target achieved	Green	24.00 hours	3.44 hours	4.20 hours	4.11 hours	3.23 hours
	Ave length of time to complete non emergency repair (SSHC) (LGBF) - YTD	Non-emergency repairs are generally carried out by appointments made to suit the tenant. This will continue to be monitored together with overall satisfaction and repairs completed on time.	Contextual	-----	14.19 days	13.41 days	12.95 days	14.32 days
	% of reactive repairs completed first time right (SSHC)	Target achieved	Green	90.00%	99.00%	97.00%	97.00%	99.87%
	% of repairs appointments kept (SSHC)	Target achieved	Green	90.00%	94.00%	98.74%	97.00%	96.15%
	No of times we did not, meet our obligation to complete the annual gas safety check by annual anniversary date	All gas safety checks had been carried out through to the reduction of the programme due to COVID-19. Following reasonable attempts to have all services carried out, by contacting tenants both by letter and telephone, we were unable to carry out 7 services within the required time. We have revised our approach to take account of tenants refusing access due to COVID-19. The revised approach takes account of the COVID 19 specific guidance issued by the HSE and the Gas Safety Register.	Amber	0	7	0	0	0
	% of tenant satisfaction with repairs or maintenance in year (SSHC)	Target achieved	Green	90.0%	93.0%	91.0%	91.0%	92.0%

Work with communities and partners to promote high quality, thriving and sustainable communities

Collaborate with partners to promote safe and thriving communities

Action	Measures <i>(non statistical measures shaded grey)</i>	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
				Target	To Date			
Ensure continued implementation of the Local Housing Strategy (LHS) 2017-2022	Complete annual review and Monitor progress against LHS action plan	<p>The 2018/19 Annual Review of the South Lanarkshire Local Housing Strategy 2017-22 was completed and approved at Executive Committee on 4 December 2019.</p> <p>The review highlighted good progress against the 97 indicators within the LHS.</p> <p>The third annual review will be completed in 2020/21 and is scheduled to be reported to Executive Committee in November 2020.</p>	Green	---	---	---	---	---
Continue to effectively deliver and promote Anti Social Behaviour (ASB) services including diversionary activities	% of ASB cases resolved in the year (SSHC)	Target achieved	Green	80.00%	98.00%	85.40%	86.50%	88.15%

Work with communities and partners to promote high quality, thriving and sustainable communities

Collaborate with partners to promote safe and thriving communities

Action	Measures <i>(non statistical measures shaded grey)</i>	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
				Target	To Date			
Monitor and report progress against Community Safety priorities including relevant parts of the SLCP	Routine reporting against Community Plan Community Safety priorities to the Safer South Lanarkshire Board	Community Safety Priorities performance information incorporated into Community Plan Annual report, published in October 2019. Interim (6 months) performance measures report for 2019/20 developed for presentation to SSLB detailing progress against measures and initiatives to be presented at next meeting scheduled to take place in June 2020.	Green	---	---	---	---	---
Ensure effective involvement with tenants and other customer groups	Annual review of the Customer Involvement Strategy action plan	The first annual review of the Customer Involvement Strategy 2018-22 was reported to Housing and Technical Resources Committee on 13 November 2019. The review identified that good progress was being made on the action plan and also outlined key areas of focus for 2019/20. Progress on the strategy is reported to Housing and Technical Resources Committee on an annual basis. This will be developed in conjunction with tenant representatives.	Green	---	---	---	---	---
	Continue to implement a programme of Tenant Scrutiny	Progress on the tenant led Customer Scrutiny Programme continued throughout 2019/20 and into 2020/21. This includes activities on access to homelessness information, services provided to support tenants through welfare reform and non-emergency repairs processes.	Green	---	---	---	---	---
Maximise the energy efficiency of all operational properties in support of the Carbon Management Plan.	% reduction in energy consumption across the energy portfolio	12.31% reduction relative to 2013/14 base year. Continue to improve year on year.	Green	---	---	---	---	---
	% of operational buildings that are suitable for current use	96.72%. continue implementation of the Council's asset management strategy and plans has resulted in a clear focus in optimising Council buildings to ensure they are suitable.	Green	---	---	---	---	---

Work with communities and partners to promote high quality, thriving and sustainable communities

Collaborate with partners to promote safe and thriving communities

Action	Measures <i>(non statistical measures shaded grey)</i>	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
				Target	To Date			
	% of internal floor area of operational buildings in satisfactory conditions	87.40% sustaining performance from the previous year.	Green	---	---	---	---	---
Deliver at least a 10% reduction in vehicle emissions by March 2021 in accordance with the Corporate Carbon Reduction target	Continue to reduce vehicle emissions in 2020-2021 against the baseline of 2014-15 (ADM)	As at Q3 which covered Periods 6 - 8 the figures are as follows: 538.89 Tonnes saw a movement of -8.4%. Year to date movement stands at -12.48%	Green	---	---	---	---	---
	Engage with Community and Enterprise Resource's Fleet Services to agree service specific vehicle emissions reduction strategies in line with service delivery requirements	Ongoing SLA meetings and attendance at Telematics meetings.	Green	---	---	---	---	---
	Ensure effective contribution to meeting the Council's Sustainable Development and Climate Change strategy	Ensure sustainable development principles and climate change duties are incorporated in new or revised policies, plans, strategies and projects and initiatives, where appropriate (ADM)	Housing and Technical Resources continues to ensure climate change duties are incorporated into new or revised policies and strategies, this includes pre-screening for Strategic Environmental Assessments.	Green	---	---	---	---
Continue to maintain /improve customer satisfaction levels for key service areas	Monitor, report and publish the outcome of satisfaction surveys across all key service areas	All results from 2019/20 will be analysed and if required, improvement actions are identified and progressed.	Green	---	---	---	---	---
Contribute to reducing the Council reliance of avoidable single-use plastic items	Contribute to the development and implementation of the council's single-use plastic action plan by prioritising items in use across the Resource. Progress will be reported to the Sustainable Development Member Officer Working Group in June and October 2019 (ADM)	Housing and Technical Resources continues to contribute to the work of the Sustainable Development Member Officer Working Group. Progress report on the pilot Local Heat and Energy Efficiency Strategy being led by the Resource was delivered to the Group on 22 October 2019.	Green	---	---	---	---	---

Work with communities and partners to promote high quality, thriving and sustainable communities

Collaborate with partners to promote safe and thriving communities

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
				Target	To Date			
Work with Gypsy/Traveller sites to develop and implement a programme of site improvements	Planned investment delivered and in accordance with plan	Consultation ongoing with residents in both sites and site plans being developed and implemented.	Green	---	---	---	---	---

Support our communities by tackling disadvantage and deprivation and supporting aspiration

Tackle disadvantage and deprivation

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
				Target	To Date			
Continue to monitor the changes arising from the implementation of the Welfare reform Act 2012 including Universal credit	Continue to implement service action plan on welfare reform	Identified service actions continue to be implemented and reported.	Green	---	---	---	---	---
	Support financial security and maximise income for customers	The Benefits Are Changing Team continue to provide advice and support to Council tenants affected by UC and UO. Tenancy Sustainment fund rolled out to support tenants in financial hardship.	Green	---	---	---	---	---
Continue to improve energy efficiency of housing stock to help address fuel poverty.	% of Council stock meeting the SHQS (% of dwellings meeting SHQS) (LGBF)	The year end figure of 93.22% exceeds the expected compliance rate.	Green	92.9%	93.2%	92.0%	92.1%	92.5%
	% of council dwellings that are Energy Efficiency Standard for Social Housing (EESH) (LGBF)	The year end figure of 93.39% exceeds the expected compliance rate.	Green	93.10%	93.39%	86.10%	89.40%	91.10%
	Assist/support households to access schemes available to help address fuel poverty issues	HEEPS funding and South Lanarkshire Statement of Intent provided to Scottish Government at year end.	Green	---	---	---	---	---
Continue with physical regeneration work in priority areas	Continue the implementation of the master plan for regeneration in East Whitlawburn	Work commenced on new housing in September 2019. Good progress made with Phase 1 of the programme prior to site closure due to Covid-19.	Green	---	---	---	---	---
	Continue to develop and implement Sustainable Housing Plans in identified rural areas	Housing Plans continue to remain in place for each of the rural villages.	Green	---	---	---	---	---

Ensure schools and other places of learning are inspirational

Ensure schools and other places of learning are inspirational

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
				Target	To Date			
Project Management of Schools Projects and General Services Projects	General Services Programme - Target spend achieved	Spend to Quarter 4 £61,533,000. Annual target £76,804,000. Works were halted due to Covid 19 on 23 March.	Amber	---	---	---	---	---
	Primary Schools Modernisation Programme - Support for Early Years Programme - Growth and Capacities Programme	131 Primary Schools/ Nurseries complete	Green	---	---	---	---	---

Delivering the plan and achieving best value

Delivering the plan and achieving best value

Action	Measures (non statistical measures shaded grey)	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
				Target	To Date			
Develop and implement equality performance measures and publish results in accordance with Public Sector Equalities Duties (PSED)	Provide annual report to Equal Opportunities Forum on uptake of service, based on agreed equality outcomes	2019/20 annual update scheduled to be delivered to the South Lanarkshire Equal Opportunities Forum in the autumn of 2020/21.	Green	---	---	---	---	---
	Number of equality impact assessments undertaken for all relevant new and reviewed policies and procedures	During 2019/20, 12 EQIAs were completed by Housing and Technical Resources. This includes: - 7 x Local Letting Initiatives - introduction of a Wheelchair Accessible Housing Target for social housing - Customer Involvement Strategy 2018-22 - Housing Repairs Policy - Gypsy/Traveller Pitch Allocation Policy Review - Community Safety Partnership funding review 2020/21	Green	---	---	---	---	---
Ensure that high standards of governance are being exercised	% of risk control actions completed by due date (ADM)	No risk control actions due in 2019/20.	Green	100.0%	100.0%	83.0%	100.0%	100.0%
	% of audit actions completed by due date (ADM)	As at the end of Quarter 4, 5 out of 5 (100%) of audit actions due were complete. The target of 90% has been achieved.	Green	90.0%	100.0%	100.0%	100.0%	90.0%

Delivering the plan and achieving best value

Delivering the plan and achieving best value

Action	Measures <i>(non statistical measures shaded grey)</i>	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
				Target	To Date			
	Complete Resource Governance Self Assessment by due date and develop actions to address non-compliant areas (ADM)	Improvement actions identified continue to be implemented.	Green	---	---	---	---	---
Continue to effectively manage customer complaints	% of Stage 1 complaints responded to in full (SSHC)	190 out of 195 stage 1 complaints responded to in full.	Contextual	-----	97.44%	98.18%	95.75%	98.00%
	Average time in working days for a full response at Stage 1	Target achieved	Green	5	4	4	4	4
	% of Stage 2 complaints responded to in full (SSHC)	30 out of 31 stage 2 complaints responded to in full.	Contextual	-----	96.77%	92.31%	100.00%	96.00%
	Average time in working days for a full response at Stage 2	Target achieved	Green	20	17	17	16	15
Compliance with statutory response timescales for information in terms of EI(S)Rs and FOISA and for subject access requests under the DPA	96% of Freedom of Information (FOISA) request to be processed within the 20 working day period results should be considered in the context of the number of requests received (ADM)	Target achieved	Green	96.00%	98.98%	97.81%	100.00%	99.50%
	96% of Environmental Information (Scotland) Regulations EI(S)R requests to be processed within the 20 working day period unless extended to 40 working days in exceptional circumstances (ADM)	Target achieved	Green	96.00%	100.00%	81.81%	100.00%	100.00%
	90% of Data Protection Act (DPA) requests to be processed within 30 calendar days (ADM)	Target achieved	Green	90.00%	100.00%	94.44%	100.00%	92.90%
Implement effective Best Value management arrangements to ensure continuous improvement and efficient and	2020/2021 Quality Assurance Programme developed and approved	The 2019/20 programme is on target . The results continue to be reported on an on-going basis to the relevant Managers/teams.	Green	---	---	---	---	---
	Engage in self evaluation activity and take forward any improvement actions	Self evaluation actions identified continue to be implemented.	Green	---	---	---	---	---

Delivering the plan and achieving best value

Delivering the plan and achieving best value

Action	Measures <i>(non statistical measures shaded grey)</i>	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
				Target	To Date			
effective service delivery.	Use the results of benchmarking activity (including the Local Government Benchmarking Framework) to inform and improve service delivery	Improvement actions identified continue to be implemented.	Green	---	---	---	---	---
Develop management and publication of valid Corporate Land and Property information	Continue to prioritise the development and publication of data in line with Scottish Government guidance on INSPIRED	Complete with 3 new datasets published within the year, Food Growing Sites, Litter Zones and Smoke Control Zones.	Green	---	---	---	---	---
Maintain current high levels of income collection and generation	Rent collected as a % of rent due in the year (SSHC) (RP)	Target achieved and improved on previous year.	Green	98.2%	99.7%	100.0%	99.3%	99.0%
	Gross rent arrears (current and former tenants) as a % of rent due for the year (LGBF) (SSHC) (RP)	Target achieved	Green	8.68%	7.05%	5.72%	6.30%	6.78%
	Factoring collection rate	The collection rate was slightly below target due to a decline in collection during the final quarter of the financial year.	Amber	80.00%	78.10%	79.30%	80.10%	81.00%
Ensure our commitment to employees through the development and effective implementation of personnel policies and employee learning and development opportunities	Labour turnover rate (ADM)	Target achieved	Green	5.0%	2.6%	1.9%	2.4%	3.2%
	100% coverage of Personal Appraisals (PAs) of employees in scope (ADM)	Managers currently updating People Connect as Performance Appraisals take place and returns are still being processed.	Red	100.0%	84.3%	-----	94.3%	-----
Utilise the council workforce strategy toolkit to review and monitor Resource Workforce plans and continue the cyclical reporting framework (ADM)	Continue to review Resource workforce plans and monitor actions to respond to workforce changes and meet future needs (ADM)	Resource workforce plan complete and passed to personnel. On-going monitoring of staff continues.	Green	---	---	---	---	---

Delivering the plan and achieving best value

Delivering the plan and achieving best value

Action	Measures <i>(non statistical measures shaded grey)</i>	Comments/ Progress	Status	----- This Year -----		----- Last 3 Years -----		
				Target	To Date			
Continue the implementation of GDPR - General Data Protection Regulation	Implement the GDPR actions in relation to data protection laws as they relate to the Resource functions to ensure compliance	Action plan progressing to ensure continued compliance with GDPR.	Green	---	---	---	---	---
Ensure effective management of all Resource budgets and Business Plans	Financial reports to RMT and HTR committee on Resource financial position are produced within the agreed timescales and formats	Reports have been produced in accordance with established timetable.	Green	---	---	---	---	---
	Overall budgetary targets achieved by March 2020	Overall budgetary targets and agreed efficiency savings were achieved by year end.	Green	---	---	---	---	---
	Delivery of targeted agreed efficiency savings	Agreed efficiency targets are expected to be achieved by year end.	Green	---	---	---	---	---
Commence/complete Efficiency/Service reviews within the Resource	Implement agreed actions following service reviews and report on outcomes to RMT - Factoring	Report complete and actions being implemented.	Green	---	---	---	---	---
	Implement agreed actions following service reviews and report on outcomes to RMT - Property Services	Service reviews are ongoing and due to report in the first quarter of 2020/21.	Green	---	---	---	---	---
Progress the council's Digital Strategy within the Resource	Provide updates on digital transformation activities within the Resource (ADM)	Continuing to progress the implementation of the Integrated Housing and Property Management System which will facilitate digital transformation activity within the Resource.	Green	---	---	---	---	---
	Continue implementation of a replacement Housing and Property Management System	Project plan in place and being implemented, subject to ongoing review.	Green	---	---	---	---	---

Improve later life

Improve services for older people

Action	(non statistical measures shaded grey)	Qtr 2 Comments	Q2 Status	Qtr 4 Comments	Q4 Status
	Measures				
Ensure that Sheltered housing services are compliant with Care Inspectorate Inspection standards	Develop and implement improvement plan to take forward any actions from Care Inspectorate annual assessment (RP)	All actions completed, await current year inspection	Report Later	Homeless service unannounced inspection by Care Inspectorate complete and no recommendations or requirements. Await inspection of Sheltered Housing Services, preparations being maintained meantime.	Green

Improve the availability, quality and access of housing

Improve the quality, access and availability of housing

Action	(non statistical measures shaded grey)	Qtr 2 Comments	Q2 Status	Qtr 4 Comments	Q4 Status
	Measures				
Ensure all homeless applicants receive a fast, efficient, responsive service that meets their needs	Average length of time in temporary accommodation (SG) (RP)		Report Later	Performance improved from an average of 108 days to an average of 102 days during 2019/20 and was only slightly above target for the year.	Amber
	% of temporary accommodation offers refused (SG) (RP)		Amber	Target achieved	Green
Continue to let houses efficiently, effectively and fairly	Average time taken to relet (SSHC) (RP)	Slippage against 2019/20 target. A range of measures are now in place to improve performance.	Amber	Target achieved	Green
	% of rent due in the year that was lost due to voids (Operational void rent loss) (SSHC)	Slippage against 2019/20 target. A range of measures are now in place to improve performance.	Amber	Target achieved	Green
Continue to deliver an effective housing repairs and maintenance service	No of times we did not, meet our obligation to complete the annual gas safety check by annual anniversary date	Target achieved.	Green	All gas safety checks had been carried out through to the reduction of the programme due to COVID-19. Following reasonable attempts to have all services carried out, by contacting tenants both by letter and telephone, we were unable to carry out 7 services within the required time. We have revised our approach to take account of tenants refusing access due to COVID-19. The revised approach takes account of the COVID 19 specific guidance issued by the HSE and the Gas Safety Register.	Amber

Work with communities and partners to promote high quality, thriving and sustainable communities

Collaborate with partners to promote safe and thriving communities

Action	(non statistical measures shaded grey) Measures	Qtr 2 Comments	Q2 Status	Qtr 4 Comments	Q4 Status
Maximise the energy efficiency of all operational properties in support of the Carbon Management Plan.	% reduction in energy consumption across the energy portfolio	To be reported at year end.	Report Later	12.31% reduction relative to 2013/14 base year. Continue to improve year on year.	Green
	% of operational buildings that are suitable for current use	To be reported at year end.	Report Later	96.72%. continue implementation of the Council's asset management strategy and plans has resulted in a clear focus in optimising Council buildings to ensure they are suitable.	Green
	% of internal floor area of operational buildings in satisfactory conditions	To be reported at year end.	Report Later	87.40% sustaining performance from the previous year.	Green

Support our communities by tackling disadvantage and deprivation and supporting aspiration

Tackle disadvantage and deprivation

Action	(non statistical measures shaded grey) Measures	Qtr 2 Comments	Q2 Status	Qtr 4 Comments	Q4 Status
Continue to improve energy efficiency of housing stock to help address fuel poverty.	% of Council stock meeting the SHQS (% of dwellings meeting SHQS) (LGBF)	To be reported at year end.	Report Later	The year end figure of 93.22% exceeds the expected compliance rate.	Green
	% of council dwellings that are Energy Efficiency Standard for Social Housing (EESH) (LGBF)	To be reported at year end.	Report Later	The year end figure of 93.39% exceeds the expected compliance rate.	Green
	Assist/support households to access schemes available to help address fuel poverty issues	To be reported at year end.	Report Later	HEEPS funding and South Lanarkshire Statement of Intent provided to Scottish Government at year end.	Green

Ensure schools and other places of learning are inspirational

Ensure schools and other places of learning are inspirational

Action	(non statistical measures shaded grey) Measures	Qtr 2 Comments	Q2 Status	Qtr 4 Comments	Q4 Status
Project Management of Schools Projects and General Services Projects	General Services Programme - Target spend achieved	Spend to Q2 £21,878,479.40. Annual target £80,569,630.00, on target to achieve.	Green	Spend to Quarter 4 £61,533,000. Annual target £76,804,000. Works were halted due to Covid 19 on 23 March.	Amber

Delivering the plan and achieving best value

Delivering the plan and achieving best value

Action	(non statistical measures shaded grey) Measures	Qtr 2 Comments	Q2 Status	Qtr 4 Comments	Q4 Status
Develop management and publication of valid Corporate Land and Property information	Continue to prioritise the development and publication of data in line with Scottish Government guidance on INSPIRED	To be reported at year end.	Report Later	Complete with 3 new datasets published within the year, Food Growing Sites, Litter Zones and Smoke Control Zones.	Green
Maintain current high levels of income collection and generation	Factoring collection rate	Factoring collection rate as at quarter 2 is 51.9% (1.1% up on the same date last year).	Green	The collection rate was slightly below target due to a decline in collection during the final quarter of the financial year.	Amber
Ensure our commitment to employees through the development and effective implementation of personnel policies and employee learning and development opportunities	100% coverage of Personal Appraisals (PAs) of employees in scope (ADM)	Managers currently updating people connect as Performance Appraisals take place and returns are still being processed.	Amber	Managers currently updating People Connect as Performance Appraisals take place and returns are still being processed.	Red

Report

16

Report to:	Housing and Technical Resources Committee
Date of Meeting:	16 September 2020
Report by:	Executive Director (Housing and Technical Resources)

Subject:	Delegated Authority Report – Update
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise on transactions processed by delegated authority by Property Services during the final quarter of 2019/2020 and to provide a year-end summary

2. Recommendation(s)

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

- (1) that the transactions processed by delegated authority by Property Services during the final quarter of 2019/2020, together with the year-end summary of all such transactions, be noted.

3. Background

3.1. The Executive Director (Housing and Technical Resources) has delegated authority to deal with various transactions including:-

- ◆ leases of a value up to £50,000 per annum and a maximum period of 20 years
- ◆ rent reviews up to an increase of £20,000 per annum
- ◆ disposals up to a value of £200,000
- ◆ acquisitions up to a value of £100,000

3.2. Delegated authority reports are prepared by Case Officers and submitted to the Head of Property Services for approval, once provisional agreement has been reached with the third party. A weekly list of approved reports is published on the Council's intranet under "Estates Property Transactions".

3.3. The delegated reports provide authority for Officers to progress transactions and, where appropriate, to instruct Legal Services. The receipt of any monies arising from the transactions occurs at a date in the future, once missives have been concluded and any suspensive conditions met. It should be noted that some transactions may never settle.

4. Summary Quarter 4, 2019/2020

4.1 The summary of transactions progressed under delegated authority during quarter 4 of 2019/2020 is shown in Appendix 1, column 1, however, can be summarised as follows:-

Total number of transactions	45
Total value of lease transactions	£207,730 per annum
Total value of capital transactions	£1,301,645

4.2. The overall profile of the volume and value of transactions during the fourth quarter of 2019/2020 generally compares with previous years.

5. Annual Summary 2019/2020

5.1. The summary of all transactions progressed under delegated authority during the financial year 2019/2020 is shown on Appendix 1, column 2, and can be summarised as follows:-

Total number of transactions	221
Total value of lease transactions	£596,398 per annum
Total value of capital transactions	£5,516,768

5.2. The overall profile of the volume and value of transactions during 2019/2020 compares with previous years.

6. Employee Implications

6.1. There are no employee implications.

7. Financial Implications

7.1. The rental income to the Council is increased as a result of the new lettings and rent reviews.

7.2. Disposals generate additional capital monies for the Council's Capital Programme.

7.3. Acquisitions are carried out in accordance with project plans and approved capital budgets, to enable investment programmes to proceed.

8. Climate Change, Sustainability and Environmental Implications

8.1. There are no issues in relation to climate change, sustainability and environment contained within this report.

9. Other Implications

9.1. There is a low risk that the rental and capital receipts identified within these delegated authority reports are not achieved if, for reasons outwith the Council's control, the tenant/purchaser chooses not to proceed with the transactions. However, Property Services has in place procedures and consultations intended to minimise this risk.

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

10. Equality Impact Assessment and Consultation Arrangements

10.1. Consultation takes place with the owning Resource, Planning, Roads and Legal Services on a transaction by transaction basis as and when required.

10.2. 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.

Daniel Lowe
Executive Director (Housing and Technical Resources)

11 August 2020

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent

Previous References

- ◆ Housing and Technical Resources Committee, 13 November 2019
- ◆ Housing and Technical Resources Committee, 5 June 2019

List of Background Papers

- ◆ Plans and drawings of the property involved in these transactions can be obtained from the Assets and Estates Team, Property Services
- ◆ Weekly List of Delegated Authority Transactions can be obtained on the Council's intranet

Contact for Further Information

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

Frank McCafferty, Head of Property Services

Ext: 4073 (Tel: 01698 454073)

E-mail: frank.mccafferty@southlanarkshire.gov.uk

Delegated Authority Transactions

Transaction Type	Quarter 4 2019/20		Annual Summary	
	No	Value	No	Value
Lease Renewal	2	£67,500	3	£68,336
New Lease	13	£121,868	68	£405,762
Landlords Consent	3	£9,000	18	£96,088
Assignment	2	£7,825	4	£7,825
Rent Review	1	£1,537	4	£18,387
Total Revenue	21	£207,730	97	£596,398
Disposal	7	£282,107	26	£542,909
Compensation	-	-	3	£74,500
Waiver/Servitude	4	£43	11	£1,369
Acquisition	11	£1,019,495	74	£4,897,990
Title Waiver	-	-	-	-
Total Capital	22	£1,301,645	114	£5,516,768
Miscellaneous	2	£1	10	£16,503

Summary of Miscellaneous Transactions – Quarter 4 - 2019/2020

Area	Ward	Reference	Transaction type	Property	Parties	Value	Previous Value
East Kilbride	6	6447	Renunciation of Lease	Greenhills Sports Centre Stroud Road East Kilbride	South Lanarkshire Council South Lanarkshire Leisure and Culture	£1 pa	
Rutherglen/ Cambuslang	12	6449	Part Renunciation and Lease Variation	Unit 9C/D Cathcart Place Rutherglen G73 2RB	South Lanarkshire Council Katherine Helen Clark	£0	

Report

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Report to:	Housing and Technical Resources Committee
Date of Meeting:	16 September 2020
Report by:	Executive Director (Housing and Technical Resources)

Subject:	Notification of Contracts Awarded 1 January – 31 July 2020
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide notification to Committee of contracts awarded by Housing and Technical Resources for the supply of Goods, Services and Works, following formal tendering in excess of £50,000 during the period 1 January to 31 July 2020

2. Recommendation(s)

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

- (1) that the details of the contracts awarded by Consultancy Services in Appendix A, be noted;
- (2) that the details of the contracts awarded by Procurement Team in Appendix B, be noted; and
- (3) that the details of the sub contracts awarded by Building Services in Appendix C, be noted.

3. Background

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

4. Contracts Awarded

4.1. A full list of the contracts is provided in the appendices to this report.

5. Employee Implications

5.1. There are no employee implications.

6. Financial Implications

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

7. Climate Change, Sustainability and Environmental Implications

7.1. There are no climate change, sustainability or environmental implications in terms of the information contained within this report.

8. Other Implications

- 8.1. There are no implications for 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 is no requirement to undertake any consultation in relation to the content of this report.

Daniel Lowe
Executive Director (Housing and Technical Resources)

7 August 2020

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent

Previous References

- ◆ Housing and Technical Resources Committee, 5 February 2020

List of Background Papers

- ◆ None

Contact for Further Information

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

Derek Craig, Property Manager (Consultancy Services)

Ext: 845 3517 (Tel: 01698 453517)

E-mail: Derek.Craig@southlanarkshire.gov.uk

Contracts Awarded (Consultancy Services) 1 January – 31 July 2020

Client	Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
Housing General Fund	HGF010800	Paving Works - Council HQ, Almada Street	Landscape and Contracts Ltd	HQ External works	£218,702.12	03/01/2020
Education	EDD010735.001	St Charles Primary School - Extension	SLC Building Services	New 5 Classroom Extension	£2,323,071.80	03/01/2020
Education	EDD011110	Mill Road Nursery - New Build	SLC Building Services	Construction of New Early Years Facility	£3,133,137.66	03/01/2020
Housing	HOD010839	Fleming Way, Hamilton - Close Painting/Close Lighting	Affiniti Response Limited	Close Painting & Lighting	£150,665.55	06/01/2020
Finance & Corporate	FND011197	IT Hub Expansion - Almada Street HQ / Brandongate	Taylor and Fraser Limited	IT Hub Expansion	£209,389.00	09/01/2020
Housing	HOD010523.020	30 Caldwell Road, Carluke	Ailsa Building Contractors Ltd	Fire Damage Refurbishment Works	£84,666.32	10/01/2020
Housing	HOD010523.024	George Court, Burnbank	Affiniti Response	Fire Damage Refurbishment Works	£149,023.55	14/01/2020
Housing	HOD011160	Smyllum Road, Environmentals	Joseph Leckie & Sons	Environmental Works	£58,373.39	15/01/2020

Client	Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
Housing	HOD010966	Highstonehall New Build Housing Development	Hub South West Scotland Ltd	New Build Housing Development	£6,303,588.00	20/01/2020
Housing	HOD011030	Non-Traditional Properties, Lanark - Re-Roofing	SLC Building Services	Re-Roofing	£406,362.64	21/01/2020
Housing General Fund	HGF010932	CEEF Programme - David Dale House LED Lighting	Rexel UK Limited	LED Lights and Fittings	£52,504.74	30/01/2020
Housing General Fund	HGF010935	CEEF Programme - South Vennel LED Lighting	Rexel UK Limited	LED Lights and Fittings	£76,921.69	30/01/2020
Housing	HOD011073	Barncluith Sheltered Housing – Common Areas	SLC Building Services	Common Area Interior Upgrade	£95,339.20	05/02/2020
Housing	HOD010997	SLC Wide Demolition Contract 2019-2020	JCJ Demolition & Construction Ltd	SLC Wide Demolition Contract 2019-2020	£292,883.04	06/02/2020
Various	SLC/HTR/16/206	Maintenance of Air Conditioning and Air Handling Unit Installations	Diamond Air Conditioning Ltd	Maintenance of Air Conditioning and Air Handling Unit Installations - Extension to 31 January 2022	£175,376.52	12/02/2020
Housing	HOD011288	Whinknowe, Ashgill - Retaining Wall	Covanburn Contracts	Replacement of Retaining Wall	£83,789.53	14/02/2020

Client	Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
Housing	HOD011101	Former Law Primary School Site - New Build Housing	Cruden Building & Renewals	New Build Housing	£3,464,706.73	20/02/2020
Housing	HOD011068	Canberra House Sheltered Complex, East Kilbride	Consult Lift Services Ltd	Lift Upgrade	£88,226.67	27/02/2020
Education	EDD011111.001	St Columbkilles Primary School, Alterations Phase 2	SLC Building Services	Nursery Expansion	£287,905.31	28/02/2020
Housing General Fund	HGF010804	East Kilbride Universal Connections - Underpinning Works	Covanburn Contracts	Underpinning Works	£66,970.67	04/03/2020
Housing General Fund	HGF011229/ 11230/ 11231/ 11232	CEEF Programme PV Equipment	Bemco Limited	PV Equipment	£76,049.76	11/03/2020
Housing	HOD011069	Centenary Gardens Sheltered Complex, Hamilton	Consult Lift Services Ltd	Lift Upgrade	£252,339.73	16/03/2020
Housing	HOD011067	Drury Lane Court, Old Vic and Sadlers Wells Court, East Kilbride - Emergency Lighting	Magnus Electrical Services Ltd	Upgrade of lighting in common areas with the emergency lighting being changed to a central battery system	£259,334.27	16/03/2020
Education	EDD011205	Maxwellton/Greenburn Schools - Growth & Capacities	SLC Building Services	Growth & Capacities	£54,673.02	15/05/2020

Client	Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
Education	EDD011319.001	Demolition of former Audiology Unit	Burnfield Builders & Demolishers Ltd	Demolition of former Audiology Unit	£50,977.50	29/05/2020
Education	EDD011220	Glenlee PS Nursery Alterations	SLC Building Services	Nursery Alterations	£183,475.52	24/06/2020
Housing	HOD010967	Auldkirk New Build Housing Development	Hub South West Scotland Ltd	Construction of 48 New Build Social Houses	£7,453,354.93	01/07/2020
Housing General Fund	HGF010975	East Kilbride Civic Centre Structural Repairs	Concrete Repairs Ltd	Structural Repairs	£464,212.14	02/07/2020
Housing	HOD010523.025	11 Braidfute, Lanark	City Gate Construction (Scotland) Ltd	Fire Damage Refurbishment Works	£51,327.55	07/07/2020
Various	SLC/HTR/16/353	Repair & Maintenance of Building Energy Management Systems	Building Management Solutions Integrators Ltd	Repair & Maintenance of Building Energy Management Systems - Extension of Contract (2 years)	£80,000.00	17/07/2020
Housing General Fund	HGF011264	Municipal Hall, Biggar	Prime Build Solutions	Re-Roofing	£79,394.77	27/07/2020

Contracts Awarded (Procurement Team) 1 January – 31 July 2020

Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
SLC/PS/H&TR/16/409	Community Repairs Advice	Care and Repair South Lanarkshire	Community Repairs Advice	£214,000.00	13/03/2020
SLC/PS/H&TR/19/369	Private Sector Access and Tenancy Sustainment Service	Y People	Service to assist households to access and sustain tenancies in the private rented sector	£474,180.00	18/03/2020
SLC/PS/H&TR/19/544	Supply Delivery and Hire of Scaffolding	Turner Access Ltd	Supply and hire of scaffolding	£500,000.00	29/04/2020

Contracts Awarded (Building Services) 1 January – 31 July 2020

Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
BSP011328.002	Mill Road Nursery - New Build	Fleming Buildings Ltd	Sub-Contract: Timber Kit	£220,013.00	03/01/2020
BSP011309.002	South Park Nursery - New Build	Joseph Leckie & Sons Ltd	Sub-Contract: Groundworks	£609,146.35	03/01/2020
BSP011298.003	Kirklandpark Nursery New Build	Scottech Limited	Sub-Contract: Curtain Walling, Windows & External Doors	£87,628.00	06/01/2020
BSP011298.005	Kirklandpark Nursery New Build	Blantyre Park Services Ltd	Sub-Contract: Plumbing & Mechanical	£257,779.46	09/01/2020
BSP011328.003	Mill Road Nursery - New Build	Curtis Moore (Cladding Systems) Ltd	Sub Contract: Roof & Wall Cladding	£198,739.67	10/01/2020
BSP011311.003	St Charles Primary School	Scottech Limited	Sub-Contract: Curtain Walling	£119,265.00	14/01/2019
BSP011311.002	St Charles Primary School	James Cowie & Company Limited	Sub-Contract: Structural Steelwork	£120,723.95	14/01/2020

Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
BSP011328.004	Mill Road Nursery - New Build	WVB (Scotland) Ltd	Sub-Contract: Brick and Blockwork	£62,326.00	16/01/2020
BSP011280.008	Springhall Nursery - New Build	Affiniti Response Ltd	Sub-Contract: Roof & Wall Cladding	£96,795.08	16/01/2020
BSP011309.003	South Park Nursery - New Build	Fleming Buildings Ltd	Sub-Contract: Timber Kit	£219,734.00	16/01/2020
BSP011311.006	St Charles Primary School	Blantyre Park Services Ltd	Sub-Contract: Mechanical & Electrical	£289,909.29	21/01/2020
BSP011309.004	South Park Nursery - New Build	Scottech Ltd	Sub-Contract: Windows & External Doors	£99,055.00	23/01/2020
BSP011309.007	South Park Nursery - New Build	Curtis Moore (Cladding Systems) Ltd	Sub-Contract: Roof & Wall Cladding	£176,220.63	27/01/2020
BSP011328.006	Mill Road Nursery - New Build	Blantyre Park Services Ltd	Sub-Contract: Electrical Works	£228,955.23	27/01/2020

Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
BSP011328.006	Mill Road Nursery - New Build	Blantyre Park Services Ltd	Sub-Contract: Plumbing & Mechanical	£268,895.30	27/01/2020
BSP011311.007	St Charles Primary School	Curtis Moore (Cladding Systems) Ltd	Sub-Contract: Roofing & Wall Cladding	£201,832.30	12/02/2020
BSP011309.005	South Park Nursery - New Build	Blantyre Park Services Ltd	Sub-Contract: Plumbing & Mechanical & IPS	£278,781.81	12/02/2020
BSP011311.008	St Charles Primary School	A & E Construction (Scotland) Ltd	Sub-Contract: Structural Framing & Woodwork	£188,647.17	20/02/2020
BSP011298.010	Kirklandpark Nursery New Build	TRJ Contract Builder Ltd	Sub-Contract: Brick & Blockwork	£50,480.00	27/02/2020
BSP011328.010	Mill Road Nursery - New Build	Scottech Ltd	Sub-Contract: Aluminium Windows & External Doors	£99,973.50	04/03/2020
BSP011298.011	Kirklandpark Nursery New Build	Affiniti Response Ltd	Sub-Contract: Internal Wall Linings & Joinery	£155,557.00	04/03/2020

Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
BSP011328.008	Mill Road Nursery - New Build	Affiniti Response Ltd	Sub-Contract: Joiner Work	£435,093.00	05/03/2020
BSP011375.001	St Columbkilles PS Nursery Phase 2	Joseph Leckie & Sons Ltd	Sub-Contract: Ground Works	£58,079.80	12/03/2020
BSP011375.002	St Columbkilles PS Nursery Phase 2	Blantyre Park Services Ltd	Sub-Contract: Mechanical & Electrical	£70,880.31	12/03/2020

