



Council Offices, Almada Street
Hamilton, ML3 0AA

Tuesday, 26 November 2019

Dear Councillor

Executive Committee

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

Date: Wednesday, 04 December 2019

Time: 10:00

Venue: Council Chamber, Council Offices, Almada Street, Hamilton, ML3 0AA

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

Yours sincerely

Paul Manning
Depute Chief Executive

Members

John Ross (Chair/ex officio), Maureen Chalmers (Depute Chair), Alex Allison, John Anderson, John Bradley, Robert Brown, Jackie Burns, Stephanie Callaghan, Gerry Convery, Margaret Cooper, Peter Craig, Maureen Devlin, Isobel Dorman, Joe Fagan, Allan Falconer, Lynsey Hamilton, Ann Le Blond, Eileen Logan, Katy Loudon, Joe Lowe, Monique McAdams, Kenny McCreary, Colin McGavigan, Jim McGuigan, Gladys Miller, Richard Nelson, David Shearer, Josh Wilson

Substitutes

Andy Carmichael, Poppy Corbett, George Greenshields, Graeme Horne, Mark Horsham, Martin Grant Hose, Richard Lockhart, Hugh Macdonald, Catherine McClymont, Mark McGeever, Lynne Nailon, Graham Scott, Collette Stevenson, Margaret B Walker, David Watson

BUSINESS

1 Declaration of Interests

- 2 **Minutes of Previous Meeting** 5 - 10
Minutes of the meeting of the Executive Committee held on 6 November 2019 submitted for approval as a correct record. (Copy attached)

Monitoring Item(s)

- 3 **Capital Budget 2019/2020 and Monitoring for Period 7 - 1 April to 11 October 2019** 11 - 18
Report dated 30 October 2019 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 4 **Revenue Budget Monitoring for Period 7 - 1 April to 11 October 2019** 19 - 26
Report dated 21 October 2019 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 5 **Additional Funding from Scottish Government and Other External Sources** 27 - 30
Report dated 22 October 2019 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 6 **Employee Workforce Monitoring Information - April to September 2019 Summary** 31 - 56
Report dated 25 October 2019 by the Executive Director (Finance and Corporate Resources). (Copy attached)

Item(s) for Decision

- 7 **Revenue Budget Strategy 2020/2021 and Savings Proposals** 57 - 114
Report dated 15 November 2019 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 8 **Land and Property Transfers and Disposals** 115 - 118
Report dated 4 December 2019 by the Executive Director (Housing and Technical Resources). (Copy attached)
- 9 **Recommendations Referred from Community and Enterprise Resources Committee** 119 - 122
Report dated 21 November 2019 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 10 **Family Leave Guidance for Elected Members** 123 - 128
Report dated 13 November 2019 by the Executive Director (Finance and Corporate Resources). (Copy attached)

Item(s) for Noting

- 11 **South Lanarkshire Local Housing Strategy Annual Review 2018/2019** 129 - 136
Report dated 15 November 2019 by the Executive Director (Housing and Technical Resources). (Copy attached)

Urgent Business

12 Urgent Business

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

For further information, please contact:-

Clerk Name: Gordon Bow

Clerk Telephone: 01698 454719

Clerk Email: gordon.bow@southlanarkshire.gov.uk

EXECUTIVE COMMITTEE

2

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 6 November 2019

Chair:

Councillor John Ross (ex officio)

Councillors Present:

Councillor John Anderson, Councillor John Bradley, Councillor Robert Brown, Councillor Jackie Burns, Councillor Stephanie Callaghan, Councillor Maureen Chalmers (Depute), Councillor Gerry Convery, Councillor Margaret Cooper, Councillor Peter Craig, Councillor Maureen Devlin, Councillor Isobel Dorman, Councillor Joe Fagan, Councillor Allan Falconer, Councillor George Greenshields (*substitute for Councillor Joe Lowe*), Councillor Lynsey Hamilton, Councillor Martin Grant Hose (*substitute for Councillor Ann Le Blond*), Councillor Eileen Logan, Councillor Katy Loudon, Councillor Catherine McClymont (*substitute for Councillor Monique McAdams*), Councillor Kenny McCreary, Councillor Colin McGavigan, Councillor Jim McGuigan, Councillor Gladys Miller, Councillor Lynne Nailon (*substitute for Councillor Alex Allison*), Councillor Richard Nelson, Councillor Collette Stevenson (*substitute for Councillor David Shearer*)

Councillors' Apologies:

Councillor Alex Allison, Councillor Ann Le Blond, Councillor Joe Lowe, Councillor Monique McAdams, Councillor David Shearer, Councillor Josh Wilson

Attending:

Community and Enterprise Resources

M McGlynn, Executive Director

Education Resources

S Nicolson, Head of Education (Senior Phase) (Hamilton Area)

Finance and Corporate Resources

P Manning, Executive Director; G Bow, Administration Manager; J Burke, Administration Assistant; M M Cairns, Legal Manager; L Harvey, Finance Manager (Resources)

Housing and Technical Resources

D Lowe, Executive Director; A Finnan, Head of Housing Services

Social Work Resources/Health and Social Care

V de Souza, Director, Health and Social Care; L Purdie, Head of Children and Justice Services

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Executive Committee held on 28 August 2019 were submitted for approval as a correct record.

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

3 Capital Budget Monitoring for Period 6 – 1 April to 13 September 2019

A report dated 2 October 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the physical and financial progress at 13 September 2019 on the various capital programmes.

The General Fund Capital Programme totalled £80.569 million and the Housing Capital Programme £61.835 million. The General Fund Programme had been revised to reflect projects carried forward and adjustments to the programme, which were detailed in Appendix 2 to the report.

At 13 September 2019, £21.878 million had been spent on the General Fund Capital Programme and £18.936 million on the Housing Capital Programme.

The Committee decided:

- (1) that the position of the various capital programmes for 2019/2020, as detailed in the report, be noted; and
- (2) that the proposed adjustments to the General Fund Programme, as detailed in Appendix 2 to the report, be approved.

[Reference: Minutes of 25 September 2019 (Paragraph 3)]

4 Revenue Budget Monitoring for Period 6 – 1 April to 13 September 2019

A report dated 23 September 2019 by the Executive Director (Finance and Corporate Resources) was submitted comparing actual expenditure against budgeted expenditure for the period ending 13 September 2019.

The figures included an underspend of £7.027 million on the General Fund Revenue Account and a breakeven position on the Housing Revenue Account.

The main factors contributing to the underspend on the General Fund Revenue Account were detailed in the report.

Additional information was provided on:-

- ◆ Community and Enterprise Resources' net overspend
- ◆ Social Work Resources' net overspend
- ◆ loan charges
- ◆ auto enrolment into the pension scheme
- ◆ corporate items and the use of corporate items in the 2020/2021 budget strategy
- ◆ Education Resources and the Pupil Equity Fund
- ◆ Council Tax income
- ◆ 2019/2020 forecast outturn summary
- ◆ additional General Revenue Grant
- ◆ other funding

The Committee decided:

- (1) that the underspend of £7.027 million on the General Fund Revenue Account at 13 September 2019 be noted; and
- (2) that the breakeven position on the Housing Revenue Account at 13 September 2019 and forecast to 31 March 2020 of a breakeven position be noted.

[Reference: Minutes of 25 September 2019 (Paragraph 4)]

5 Additional Funding from the Scottish Government and Other External Sources

A report dated 3 October 2019 by the Executive Director (Finance and Corporate Resources) was submitted on additional revenue funding totalling £3.592 million made available from the Scottish Government over 4 years in respect of access to counselling in schools.

The Committee decided: that the report be noted.

[Reference: Minutes of 25 September 2019 (Paragraph 5)]

6 Council Charges

A report dated 24 October 2019 by the Executive Director (Finance and Corporate Resources) was submitted on charging proposals for the coming year, including consideration of new charges.

In November 2018, the Committee had approved a Charging Policy and the key elements contained in the policy were detailed in the report:-

An update was provided in relation to:-

- ◆ information on Council charges, including the impact of an inflationary increase
- ◆ costing information
- ◆ information relating to benchmarking
- ◆ further proposals for charges

There were 3 service areas relating to new areas where Resources were proposing charges for services and details of those proposals were provided in appendices to the report. The areas being proposed were:-

- ◆ allotments
- ◆ park and ride
- ◆ parking permits

Increasing current charges by an inflationary increase of 2.8% would generate £0.300 million and the proposals for new charges would generate £0.075 million every 2 years (park and ride), £0.050 million every 2 years (parking permits) and £0.003 million (allotments).

Following discussion, it was proposed that consideration of the recommendations contained within the report be undertaken as part of the overall savings process for 2020/2021.

The Committee decided: that consideration of the recommendations contained within the report be undertaken as part of the 2020/2021 savings process.

[Reference: Minutes of 21 November 2018 (paragraph 12)]

7 South Lanarkshire Anti-Social Behaviour Strategy 2019 to 2023

A report dated 14 October 2019 by the Executive Director (Housing and Technical Resources) was submitted on the South Lanarkshire Anti-Social Behaviour Strategy 2019 to 2023.

The Strategy document, which was attached as Appendix 1 to the report, had been developed to form a component part of the wider priorities of the Community Safety Partnership. The Strategy document comprised:-

- ◆ background and context
- ◆ the Council's approach
- ◆ strategic priorities and outcomes
- ◆ implementation and monitoring arrangements
- ◆ equalities and diversity

In addition, the document had 3 appendices covering:-

- ◆ a profile of anti-social behaviour in South Lanarkshire
- ◆ the outcome of an action planning framework
- ◆ links to other strategies and plans

Further details were also provided in the report in relation to 5 Strategic Priorities and 6 Strategic Outcomes which had been included in the Strategy following a priority assessment exercise.

Following discussion, it was agreed that appropriate references be made within the Strategy to drugs related anti-social behaviour and to the issue of graffiti.

The Committee decided: that the South Lanarkshire Anti-Social Behaviour Strategy 2019 to 2023, attached as an appendix to the report, be approved subject to the inclusion of appropriate references to drugs related anti-social behaviour and the issue of graffiti.

8 Sustainable Development Update – Statutory Climate Change Duties Report 2018/2019

A report dated 10 October 2019 by the Executive Director (Community and Enterprise Resources) was submitted on the Council's Statutory Climate Change Duties Report for 2018/2019.

The Council's Climate Change Duties Report 2018/2019, which was the second report submitted under the statutory reporting requirements, was set out in 2 sections, including the "required" section and the "recommended" section. Details of what was included in both of the sections, together with key achievements and highlights in 2018/2019, were summarised in the report and detailed in the appendices to the report.

The Committee decided: that the Council's Climate Change Duties Report 2018/2019, as detailed in the appendices to the report, be approved and submitted to the Scottish Government by the due date of 30 November 2019.

[Reference: Minutes of 21 November 2018 (Paragraph 17)]

9 Representation on Outside Bodies – Clyde Cycle Park

A report dated 26 September 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the appointment of the Council's representative to the Clyde Cycle Park.

The Committee decided: that Councillor Craig be appointed as the Council's representative on the Clyde Cycle Park.

Councillor McClymont left the meeting during this item of business

10 Gender Based Violence Partnership

A report dated 11 October 2019 by the Director, Health and Social Care was submitted on the national and local position in relation to gender based violence and the implications for South Lanarkshire.

Gender based violence was an overarching term that encompassed a spectrum of abuse, experienced mostly by women and girls and perpetrated mainly by men. The abuse included:-

- ◆ physical, sexual and psychological abuse, including domestic abuse and rape
- ◆ sexual harassment and stalking
- ◆ commercial sexual exploitation, including sex work, pornography and human trafficking
- ◆ harmful practices, including so called “honour” based violence, forced marriage and female genital mutilation

Tackling this abuse was a key priority in Scotland and, in South Lanarkshire, this was being taken forward by the South Lanarkshire Gender Based Violence Partnership. The Partnership was responsible for action on a number of strategies, plans and programmes aimed at meeting those priorities, including:-

- ◆ the Equally Safe Strategy
- ◆ South Lanarkshire's Gender Based Violence Strategy and Action Plan
- ◆ Multi-Agency Risk Assessment Conferences
- ◆ Mentors in Violence Prevention
- ◆ the “Consent” campaign
- ◆ learning and development
- ◆ Safe and Together training event
- ◆ Equally Safe at Work

The Committee decided: that the report be noted.

11 Urgent Business

There were no items of urgent business.



Report

3

Report to:	Executive Committee
Date of Meeting:	4 December 2019
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Capital Budget 2019/2020 and Monitoring for Period 7 - 1 April to 11 October 2019
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ update the Executive Committee of progress on the General Fund Capital Programme and the Housing Capital Programme for the period 1 April to 11 October 2019.

2. Recommendation(s)

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

- (1) that the Period 7 position (ended 11 October 2019) of the General Fund Capital Programme itemised at Appendices 1 and 3 and the Housing Capital Programme at Appendix 4, be noted;
- (2) that the adjustments to the General Fund programme listed at Appendix 2, be approved; and
- (3) that the revised programmes be monitored by the Financial Resources Scrutiny Forum.

3. Background

3.1. The attached statements to this report provide a summarised monitoring position as at 11 October 2019. Spending has been split into two separate sections:

- ◆ General Fund Capital Programme including Education, Social Work, Roads and Transportation and General Services (Section 5.1)
- ◆ Housing Capital Programme (Section 5.2)

4. Employee Implications

None

5. Financial Implications

5.1. General Fund

5.1.1. 2019/2020 Budget

The budget agreed at Executive Committee on 6 November 2019 was £80.569 million. A revised budget of £76.804 million is presented in Appendix 1. This revised budget is after adjustments totalling a decrease of £3.765 million, which are proposed at Appendix 2.

5.1.2. Period 7 Position

The programme spend and funding for the General Fund is summarised in Appendix 2. As noted in 5.1.1., the total capital spending programme for the year is £76.804 million.

5.1.3. Budget for the period is £27.939 million and spend to the 11 October 2019 is £27.305 million. This represents expenditure of £0.634 million behind profile and mainly reflects the timing of spend across projects.

5.1.4. Actual funding received to 11 October 2019 is £50.801 million.

5.2. Housing Programme

5.2.1. 2019/20 Budget

Appendix 4 summarises the position on the Housing programme as at 11 October 2019. The capital programme for the year is £61.835 million. Programmed funding for the year also totals £61.835 million.

5.2.2. Period 7 Position

Budget for the period is £22.066 million and spend to 11 October 2019 amounts to £21.967 million.

5.2.3. As at 11 October 2019, £21.967 million of funding had been received.

5.2.4. Regular monitoring of both the General Fund Programme and the Housing Programme will be carried out in detail by the Financial Resources Scrutiny forum and reported on a regular basis to the Executive Committee.

6. Other Implications (Including Environmental and Risk Issues)

6.1. The main risk associated with the Council's Capital Programme 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.

7. Equality Impact Assessment and Consultation Arrangements

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

7.2. 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)

30 October 2019

Link(s) to Council Values/Ambitions/Objectives

♦ Accountable, Effective, Efficient and Transparent

Previous References

♦ Executive Committee, 6 November 2019

List of Background Papers

- ◆ Capital Ledger prints to 11 October 2019

Contact for Further Information

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

Lorraine O'Hagan, Finance Manager (Strategy)

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

£m

Total Revised Budget – Period 6	80.569
Proposed Adjustments – Period 7	(3.765)
Total Revised Budget	76.804

	<u>2019/20 Budget (from Period 6)</u>	<u>Period 7 Proposed Adjustments</u>	<u>Revised 2019/20 Budget</u>
<u>Resource</u>	<u>£m</u>	<u>£m</u>	<u>£m</u>
Community & Enterprise	44.303	(3.765)	40.538
Education	25.234	0.000	25.234
Finance & Corporate	0.993	0.000	0.993
Housing & Technical	7.310	0.000	7.310
Social Work	2.729	0.000	2.729
Total	80.569	(3.765)	76.804

Proposed Adjustments (Period 7)**Community and Enterprise Resources****Grass & Synthetic Pitch Replacement**

Approval is sought to slip £0.486m into the 2020/21 Capital programme to fund further pitch upgrades in Summer 2020 outwith playing season and school use. (£0.486m)

Town Centre Regeneration Fund

Community and Enterprise Resources Committee (3 September 2019) approved the award of £2.506m Town Centre Regeneration Fund to a number of projects across South Lanarkshire. The grant conditions require this funding to be fully committed by 31 March 2020 and fully spent by 30 September 2020.

It is anticipated that this funding will be fully committed by 31 March 2020 however, following an assessment of spend across each project, approval is sought to allow slippage of £2.026 million into the 2020/21 Capital Programme to reflect the expected timing of spend. (£2.026m)

Rural Development Centre

This funding of £0.800m was secured from the Scottish Government's Regeneration Capital Grant Fund (RCGF) to create a Rural Development Centre in Lanark and would encompass new business office accommodation and community benefits.

The original intention to site the facility at Braidfute Retail Park is no longer feasible as the landlord has withdrawn their support. A new location is now being considered, which will be purchased through the separate Town Centre Regeneration Fund project. In line with the timescales for spend on the TCRF, approval is sought to allow slippage of £0.800m into the 2020/21 Capital Programme. (£0.800m)

Vacant and Derelict Land Fund - Glen Esk, East Kilbride

Site works at Glen Esk, East Kilbride are nearing completion however a number of items, including community based projects and connections to the adjacent housing development at the former St Leonards Primary School, can only be completed following these works. Approval is sought to allow slippage of £0.153m into the 2020/21 Capital Programme to reflect the anticipated timing of spend. (£0.153m)

Vacant and Derelict Land Fund - Milton / Millburn

Site investigation works at Millburn are now complete and design work is progressing. Land ownership issues at Milton are expected to be concluded this year to allow tenders for the remediation works to be issued and accepted for both projects by March 2020. Works will commence on site in Spring 2020. As a result of these revised timescales, approval is sought to allow slippage of £0.300 million into the 2020/21 Capital Programme. (£0.300m)

Minor Adjustments £0.000m

TOTAL ADJUSTMENTS (£3.765m)

SOUTH LANARKSHIRE COUNCIL
CAPITAL EXPENDITURE 2019/20
GENERAL FUND PROGRAMME
FOR PERIOD 1 APRIL 2019 TO 11 OCTOBER 2019

APPENDIX 3

	<u>2019/20</u> <u>Original</u> <u>Estimate</u> <u>inc C/F</u> £m	<u>2019/20</u> <u>Revised</u> <u>Budget</u> £m	<u>2019/20</u> <u>Budget to</u> <u>11/10/19</u> £m	<u>2019/20</u> <u>Actual to</u> <u>11/10/19</u> £m
Expenditure				
General Fund Programme	78.429	76.804	27.939	27.305
Income				
	<u>2019/20</u> <u>Original</u> <u>Budget</u> £m	<u>2019/20</u> <u>Revised</u> <u>Budget</u> £m		<u>2019/20</u> <u>Actual</u> <u>To</u> <u>11/10/19</u> £m
Prudential Borrowing	23.863	21.102		21.102
Developers Contributions	3.124	2.278		0.875
Lottery	0.000	0.465		0.000
Partners (Including SPT, High Blantyre Construction Ltd, Transport Scotland and Renewable Energy Fund)	1.331	3.982		0.727
Scottish Government:				
- Capital Grant	33.029	33.029		16.515
- Cycling, Walking and Safer Streets	0.520	0.520		0.000
- Vacant and Derelict Land	2.023	1.570		1.464
- Early Years 1,140 Hours	5.344	5.344		5.344
- Regeneration Capital Grant	1.100	0.390		0.307
-Town Centre Regeneration Fund	2.506	0.480		1.253
Glasgow City Region City Deal	1.940	4.430		0.000
Specific Reserves	2.149	2.914		2.914
Capital Receipts	1.500	0.300		0.300
TOTAL FUNDING	78.429	76.804		50.801

SOUTH LANARKSHIRE COUNCIL
CAPITAL EXPENDITURE 2019/20
HOUSING PROGRAMME
FOR PERIOD 1 APRIL 2019 TO 11 OCTOBER 2019

APPENDIX 4

	<u>2019/20</u> <u>Annual</u> <u>Budget</u> <u>£m</u>	<u>2019/20</u> <u>Budget to</u> <u>11/10/19</u> <u>£m</u>	<u>2019/20</u> <u>Actual to</u> <u>11/10/19</u> <u>£m</u>
EXPENDITURE			
2019/20 Budget incl carry forward from 2018/19	61.835	22.066	21.967
	<u>2019/20</u> <u>Annual</u> <u>Budget</u> <u>£m</u>		<u>2019/20</u> <u>Actual to</u> <u>11/10/19</u> <u>£m</u>
INCOME			
Capital Receipts – Land Sales	0.000		0.022
Capital Funded from Current Revenue	20.589		19.281
Prudential Borrowing	28.715		0.000
Scottish Government Specific Grant			
- New Build	10.611		2.154
- Open Market Purchase Scheme	1.800		0.510
- Mortgage to Rent	0.120		0.000
TOTAL FUNDING	61.835		21.967

Report

4

Report to:	Executive Committee
Date of Meeting:	4 December 2019
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Revenue Budget Monitoring for Period 7 - 1 April to 11 October 2019
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ advise on the overall financial position of the Council's General Fund Revenue Account and Housing Revenue Account for the period 1 April to 11 October 2019

2. Recommendation(s)

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

- (1) that the underspend of £6.643 million on the General Fund Revenue Account at 11 October 2019 as detailed in Appendix 1 of the report, and the forecast to 31 March 2020, be noted; and
- (2) that the breakeven position on the Housing Revenue Account at 11 October 2019, as detailed in Appendix 3 of the report, and the forecast to 31 March 2020 of breakeven, be noted.

3. Background

3.1. General Services Position

This is an overview report summarising the actual expenditure and income to 11 October 2019 compared with the budget for the same period. This is provided on a Resource basis in Appendix 1 and a subjective basis in Appendix 2, and summarised in Section 4.

3.2. Housing Revenue Account Position

Appendix 3 to the report shows the expenditure and income position for the Housing Revenue Account (HRA) to 11 October 2019. This is summarised in Section 5.

4. Financial Position

4.1. General Fund Revenue Account Position

As at 11 October 2019, Appendix 1 of the report details a net underspend of £6.643 million against the phased budget.

4.2. The net underspend of £6.643 million is made up of underspends in Loan Charges and Corporate Items, partially offset by overspends in Community and Enterprise and Social Work Resources. These are taken in turn below:

- 4.3. **Community and Enterprise Resources:** The Resource is currently reporting a net overspend of £0.227 million. The net overspend position for the Resource in the main reflects legal costs associated with the food safety case and the timing of efficiencies identified through the Fleet review.
- 4.4. In respect of the legal costs, the Council has now reached agreement with the other party to contribute £0.320 million towards their legal costs in respect of the food safety court case. The Resource is able to fund £0.200 million from monies carried forward in reserves from 2018/2019, however this still leaves a pressure of £0.120 million in 2019/2020.
- 4.5. **Social Work Resources:** As previously reported, the Resource has identified pressures within the Children and Families' Service, due to the number of new residential school/external placements in the first 7 months of the current year, and also in relation to kinship care. In addition, pressures are being experienced in Adult and Older People in relation to Homecare. Discussions are taking place with the Health and Social Care Partnership regarding the management of these costs. The net overspend on Social Work Resources, as at period 7 is £1.271 million. The estimated position for the full year will continue to be worked on, and will be reported later in the year.
- 4.6. **Loan Charges:** As reported previously, an underspend of £6.500 million is anticipated due to the re-phasing of the principal repayment on debt and also reflecting the actual interest rates at which borrowing was taken in 2018/2019. The Executive Committee (26 June 2019) gave approval to transfer this underspend to reserves to support the 2020/2021 Strategy.
- 4.7. It was also reported that similar to the situation last financial year, the Council have not yet had to borrow to date and instead, cash balances have been used to fund capital spend incurred.
- 4.8. Based on current estimates of cash balances, it is anticipated that we will not require to take the predicted 2019/2020 borrowing before the end of the financial year. The cash balances will be used on a temporary basis and this will generate an in-year underspend against interest costs of approximately £1.100 million. As a result, the loan charges underspend in 2019/2020 is now anticipated to be £7.600 million. This requirement not to borrow is on a temporary basis only, and borrowing will be required to replace the cash balances in the future.
- 4.9. **Auto Enrolment:** The Council is required to auto enrol employees into the pension scheme every 3 years. The budget included an assumption on costs for employees that would remain in the scheme. This year, more employees have remained in the scheme than anticipated. Based on current information, it is estimated that the costs could be £0.800 million higher than the original estimate. The position will continue to be monitored and will be reported later in the year.
- 4.10. **Corporate Items - 2020/2021 Strategy:** As reported previously, an underspend of £0.540 million is anticipated in the current year for budgets no longer required. This underspend is shown in Corporate Items. Approval was given at the Executive Committee (26 June 2019) to transfer the underspend to reserves to support the 2020/2021 Strategy.
- 4.11. **Education Resources:** As previously reported, the £7.7 million allocation of Pupil Equity Fund (PEF) is anticipated to spend in the academic year to June 2020. This academic year straddles 2 financial years, resulting in an underspend in 2019/2020

which will require to be carried forward and used in April to June 2020. An initial estimate of this underspend is £1.500 million, but this will depend on the timing of spend throughout the year.

- 4.12. The actual expected spend position for the financial year will be reported as we go through the year.
- 4.13. **Council Tax Income:** Recent information indicates that the number of properties generating Council Tax has increased. As a result, it is anticipated that there will be a net over-recovery of income in relation to Council Tax / Council Tax Reduction Scheme. This position will be confirmed as part of the annual Probable Outturn exercise.
- 4.14. **2019/2020 Forecast Outturn Summary:** At this stage in the financial year, the forecast to 31 March 2020 is now showing an underspend of £9.640 million. This is analysed below:
- ◆ Loan Charges underspend of £7.600 million (section 4.8)
 - ◆ Corporate Items (2020/2021 Strategy) of £0.540 million (section 4.10)
 - ◆ Education Resources underspend for PEF £1.500 million (section 4.11)
- 4.15. As part of the 2020/2021 Strategy refresh (Executive Committee, 26 June 2019) approval was obtained to transfer the £6.500 million underspend in Loan Charges (section 4.6) and £0.540 million in Corporate Items (section 4.10) to reserves at the end of 2019/2020. This leaves a revised underspend of £2.600 million. This £2.600 million reflects the potential PEF underspend (£1.500 million) and the additional loan charges underspend (£1.100 million). Taking into account the PEF commitment required in relation to 2020/2021, an underspend of £1.100 million is available for use. This is shown in Appendices 1 and 2.
- 4.16. The £1.100 million underspend position (section 4.15) does not reflect the Social Work pressures (section 4.5), the additional costs for Auto Enrolment (section 4.9) or the Council Tax position as reported at section 4.13. The expected final outturn for these budget areas will be confirmed and reported later in the year, as part of the annual Probable Outturn exercise.
- 4.17. **Other Funding**
Since the last report, Community and Enterprise Resources have been notified of £0.282 million from Transport Scotland for match funding for low emission heavy goods vehicles and Social Work Resources have been notified of funding from the NHS of £0.170 million for Distress Brief Intervention Training. The Transport Scotland funding will be included in the figures once the arrangements for the relevant vehicles are in place. The NHS funding is included in the figures in Appendix 1.

5. Housing Revenue Account Position

- 5.1. As at 11 October 2019, Appendix 2 of the report shows a breakeven position against the phased budget on the Housing Revenue Account.
- 5.2. The forecast to 31 March 2020 on the Housing Revenue Account is a breakeven position.

6. Employee Implications

- 6.1. None.

7. Financial Implications

- 7.1. As detailed within this report.

8. Other Implications (Including Environmental and Risk Issues)

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

9. Equality Impact Assessment and Consultation Arrangements

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

Paul Manning

Executive Director (Finance and Corporate Resources)

21 October 2019

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, Effective, Efficient and Transparent

Previous References

- ◆ None

List of Background Papers

- ◆ Financial ledger and budget monitoring results to 11 October 2019

Contact for Further Information

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

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SOUTH LANARKSHIRE COUNCIL
Revenue Budget Monitoring Report
Period Ended 11 October 2019 (No.7)

<u>Committee</u>	Annual Budget	Annual Forecast	Annual Forecast Variance	Budget Proportion to 11/10/19	Actual to Period 7 11/10/19	Variance to 11/10/19	
	£m	£m	£m	£m	£m	£m	
Departments:							
Community and Enterprise Resources	106.341	106.341	0.000	53.786	54.013	(0.227)	over
Facilities Streets and Waste (Inc. Support)	64.395	64.395	0.000	29.915	29.807	0.108	under
Fleet, Environmental and Projects	1.255	1.255	0.000	2.264	2.662	(0.398)	over
Leisure and Culture Services	19.467	19.467	0.000	9.572	9.572	0.000	-
Planning and Economic Development	1.936	1.936	0.000	3.043	3.051	(0.008)	over
Roads	19.288	19.288	0.000	8.992	8.921	0.071	under
Education Resources	334.453	332.953	1.500	161.798	161.798	0.000	-
Finance and Corporate Resources	33.985	33.985	0.000	25.074	25.074	0.000	-
Finance Services - Strategy	2.147	2.147	0.000	1.892	1.938	(0.046)	over
Finance Services - Transactions	12.279	12.279	0.000	9.283	9.082	0.201	under
Audit and Compliance Services	0.360	0.360	0.000	0.320	0.320	0.000	-
Information Technology Services	4.848	4.848	0.000	4.432	4.482	(0.050)	over
Communications and Strategy Services	0.996	0.996	0.000	0.773	0.867	(0.094)	over
Administration and Licensing Services	4.018	4.018	0.000	3.020	3.020	0.000	-
Personnel Services	9.337	9.337	0.000	5.354	5.365	(0.011)	over
Housing and Technical Resources	16.792	16.792	0.000	10.412	10.411	0.001	under
Housing Services	8.495	8.495	0.000	5.016	4.972	0.044	under
Property Services	8.297	8.297	0.000	5.396	5.439	(0.043)	over
Social Work Resources	163.015	163.015	0.000	89.799	91.070	(1.271)	over
Performance and Support Services	7.773	7.773	0.000	3.945	3.945	0.000	-
Children and Families	32.122	32.122	0.000	17.377	18.506	(1.129)	over
Adults and Older People	121.847	121.847	0.000	67.571	67.782	(0.211)	over
Justice and Substance Misuse	1.273	1.273	0.000	0.906	0.837	0.069	under
Joint Boards	2.151	2.151	0.000	1.165	1.165	0.000	-
	656.737	655.237	1.500	342.034	343.531	(1.497)	over

<u>Committee</u>	Annual Budget	Annual Forecast	Annual Forecast Variance	Budget Proportion to 11/10/19	Actual to Period 7 11/10/19	Variance to 11/10/19	
	£m	£m	£m	£m	£m	£m	
Service Departments Total	656.737	655.237	1.500	342.034	343.531	(1.497)	over
CFCR	0.000	0.000	0.000	0.000	0.000	0.000	-
Loan Charges	54.136	46.536	7.600	54.136	46.536	7.600	under
Corporate Items	4.936	4.936	0.000	0.079	0.079	0.000	-
Corporate Items - 2020/2021 Strategy	0.540	0.000	0.540	0.540	0.000	0.540	under
Transfer to Reserves	0.000	0.000	0.000	0.000	0.000	0.000	-
Total Expenditure	716.349	706.709	9.640	396.789	390.146	6.643	under
Council Tax	152.487	152.487	0.000	76.244	76.244	0.000	-
Less: Council Tax Reduction Scheme	(20.480)	(20.480)	0.000	(10.240)	(10.240)	0.000	-
Net Council Tax	132.007	132.007	0.000	66.004	66.004	0.000	-
General Revenue Grant	220.380	220.380	0.000	110.863	110.863	0.000	-
Non Domestic Rates	341.166	341.166	0.000	183.705	183.705	0.000	-
Transfer from Reserves	22.796	22.796	0.000	22.796	22.796	0.000	-
Total Income	716.349	716.349	0.000	383.368	383.368	0.000	-
Net Expenditure / (Income)	0.000	(9.640)	9.640	13.421	6.778	6.643	under

	Annual Budget	Annual Forecast	Annual Forecast Variance
	£m	£m	£m
Net Expenditure / (Income)	0.000	(9.640)	9.640
Allocate to 2020/2021 Strategy	0.000	7.040	(7.040)
PEF Transfer to Reserves	0.000	1.500	(1.500)
Total Expenditure	0.000	(1.100)	1.100

SOUTH LANARKSHIRE COUNCIL
Revenue Budget Monitoring Report
Period Ended 11 October 2019 (No.7)

Budget Category**Service Departments:****Expenditure**

	Annual Budget	Annual Forecast	Annual Forecast Variance	Budget Proportion to 11/10/19	Actual to Period 7 11/10/19	Variance to 11/10/19	
	£m	£m	£m	£m	£m	£m	
Total	1,011.866	1,010.366	1.500	501.424	502.736	(1.312)	over
Service Departments Total	1,011.866	1,010.366	1.500	501.424	502.736	(1.312)	over
CFCR	0.000	0.000	0.000	0.000	0.000	0.000	-
Loan Charges	54.136	46.536	7.600	54.136	46.536	7.600	under
Corporate Items	4.936	4.936	0.000	0.079	0.079	0.000	-
Corporate Items - 2020/2021 Strategy	0.540	0.000	0.540	0.540	0.000	0.540	under
Transfer to Reserves	0.000	0.000	0.000	0.000	0.000	0.000	-
Total Expenditure	1,071.478	1,061.838	9.640	556.179	549.351	6.828	under
Income							
Housing Benefit Subsidy	75.662	75.662	0.000	32.774	32.774	0.000	-
Other Income	279.467	279.467	0.000	126.616	126.431	(0.185)	under rec
Council Tax (Net of Council Tax Reduction Scheme)	132.007	132.007	0.000	66.004	66.004	0.000	-
General Revenue Grant	220.380	220.380	0.000	110.863	110.863	0.000	-
Non Domestic Rates	341.166	341.166	0.000	183.705	183.705	0.000	-
Transfer from Reserves	22.796	22.796	0.000	22.796	22.796	0.000	-
Total Income	1,071.478	1,071.478	0.000	542.758	542.573	(0.185)	under rec
Net Expenditure / (Income)	0.000	(9.640)	9.640	13.421	6.778	6.643	under

	Annual Budget	Annual Forecast	Annual Forecast Variance
	£m	£m	£m
Net Expenditure / (Income)	0.000	(9.640)	9.640
Allocate to 2020/2021 Strategy	0.000	7.040	(7.040)
PEF Transfer to Reserves	0.000	1.500	(1.500)
Total Expenditure	0.000	(1.100)	1.100

SOUTH LANARKSHIRE COUNCIL
Revenue Budget Monitoring Report
Period Ended 11 October 2019 (No.7)
Housing Revenue Account

	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion to 11/10/19	Actual to Period 7 11/10/19	Variance to 11/10/19		%	Note
	£m	£m	£m	£m	£m	£m			
Employee Costs	13.675	13.675	0.000	6.896	6.622	0.274	under	4.0%	1
Property Costs	44.605	44.605	0.000	20.154	20.210	(0.056)	over	(0.3%)	2
Supplies & Services	1.654	1.654	0.000	0.583	0.580	0.003	under	0.5%	
Transport & Plant	0.195	0.195	0.000	0.077	0.077	0.000	-	0.0%	
Administration Costs	5.702	5.702	0.000	0.276	0.266	0.010	under	3.6%	
Payments to Other Bodies	3.174	3.174	0.000	0.013	0.017	(0.004)	over	(30.8%)	
Payments to Contractors	0.100	0.100	0.000	0.054	0.056	(0.002)	over	(3.7%)	
Transfer Payments	0.000	0.000	0.000	0.000	0.000	0.000	-	n/a	
Financing Charges	20.589	20.589	0.000	0.036	0.036	0.000	-	0.0%	
Total Controllable Expenditure	89.694	89.694	0.000	28.089	27.864	0.225	under	0.8%	
Total Controllable Income	(102.529)	(102.529)	0.000	(45.415)	(45.190)	(0.225)	under recovered	(0.5%)	2
Transfer to/(from) Balance Sheet	(2.845)	(2.845)	0.000	(1.532)	(1.532)	0.000	-	0.0%	
Net Controllable Expenditure	(15.680)	(15.680)	0.000	(18.858)	(18.858)	0.000	-	0.0%	
Add: Non Controllable Budgets									
Financing Charges	15.680	15.680	0.000	0.000	0.000	0.000	-	0.0%	
Total Budget	0.000	0.000	0.000	(18.858)	(18.858)	0.000	-	0.0%	

Variance Explanations

1. Employee Costs

This variance relates to vacancies which are being actively recruited or are being held whilst future service requirements are being determined.

2. Property Costs

The overspend relates to repairs and grounds maintenance works which are demand led. This is partially offset by and underspend in the bad debt provision due to the timing of the rollout of Universal Credit and better than anticipated collection rates for rental income.

3. Income

The under recovery in rental income is due to the timing of the completion of new build properties.

Report

5

Report to:	Executive Committee
Date of Meeting:	4 December 2019
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Additional Funding from Scottish Government and Other External Sources
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ advise Members of additional funding that has been made available to the Council by the Scottish Government and other external sources since the last report to this Committee (6 November 2019).

2. Recommendation(s)

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

- (1) that the additional revenue funding of £0.622 million as detailed at Appendix 1 of the report, be noted.

3. Background

- 3.1. The Council is periodically advised of additional funding which is made available from the Scottish Government and other sources to enable various initiatives to be undertaken.
- 3.2. Additional funding may either be paid through the General Revenue Grant mechanism or by the completion of appropriate grant claims.
- 3.3. Details of the additional funding for 2019/2020, and beyond, are attached at Appendix 1 to the report. The report details additional funding that has been reported by Resources as part of the additional resources notification process, as well as any additional funding that has increased the Council's budget by more than £0.100 million.

4. Employee Implications

4.1. None.

5. Financial Implications

- 5.1. Additional revenue funding of £0.452 million has been identified for 2019/2020, with a further £0.170 million identified for future years.
- 5.2. Resource budgets will be updated to reflect this additional funding as required, and where appropriate, details of spending plans will be presented to Resource Committees for approval.

6. Other Implications (Including Environmental and Risk Issues)

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

7. Equality Impact Assessment and Consultation Arrangements

- 7.1. This report does not introduce a new policy, function or strategy or recommend a change to existing policy, function or strategy and therefore no impact assessment is required.
- 7.2. 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)

22 October 2019

Link(s) to Council Objectives/Values

- ◆ Accountable, Effective and Efficient

Previous References

- ◆ Executive Committee, 6 November 2019

List of Background Papers

- ◆ Additional Funding Reports: 9 October 2019 to 16 October 2019

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: lorraine.o'hagan@southlanarkshire.gov.uk

Additional Revenue Funding

Resource	Description	2019/ 2020 £m	2020/ 2021 £m	2021/ 2022 £m	Total £m	Method
Community and Enterprise Resources	Ultra Low Emission Heavy Goods Vehicles	0.282	0.000	0.000	0.282	Scottish Government
Social Work Resources	Distress Brief Intervention Programme Funding	0.170	0.170	0.000	0.340	Scottish Government Grant via NHS Lanarkshire
	TOTAL REVENUE FUNDING	0.452	0.170	0.000	0.622	



Report

6

Report to: **Executive Committee**
 Date of Meeting: **4 December 2019**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Employee Workforce Monitoring Information
 April to September 2019 Summary**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information relating to the Council for the period April – September 2019.

2. Recommendation(s)

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

(1) that the following employment information for April – September 2019 relating to the Council be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accidents/incidents
- ◆ discipline, grievance and dignity at work
- ◆ employee development
- ◆ labour turnover/analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ staffing watch as at 14 September 2019

3 Background

3.1. As part of the Council's performance management arrangements, the following monitoring information is submitted to the Executive Committee. This report for the Council provides information on the position for the period April – September 2019.

4. Attendance Statistics

4.1. Information on absence statistics for April – September 2019 for the Council and each Resource is provided in Appendices 1 – 8. Points to note are:-

- ◆ The Council's average absence rate for April – September 2019 is 4.1%, an increase of 0.1% when compared to the same period last year.
- ◆ The APT&C average absence rate for April – September 2019 is 4.1%, an increase of 0.1% when compared to the same period last year.
- ◆ The teaching staff average absence rate for April – September 2019 is 2.3%, an increase of 0.5% when compared with the same period last year.
- ◆ The manual workers' average absence rate for April – September 2019 is 5.5%, a decrease of 0.3% when compared with the same period last year.

In comparison to April - September 2018 (Appendix 8):-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence
- ◆ Total days lost due to musculoskeletal conditions have increased by 546 days
- ◆ Total days lost due to psychological conditions have increased by 2739 days
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have increased by 1626 days
- ◆ Total days lost due to respiratory conditions have increased by 512 days
- ◆ 1,855,031 work days were available in the period April- September 2019 (refer to table in Appendix 8)

5. Occupational Health

5.1. Information on Occupational Health for the period April – September 2019 is provided in Appendix 9:-

- ◆ Over the period musculoskeletal and psychological conditions were the main reasons for medical referrals; this remains unchanged from the same period last year.
- ◆ During the period there were a total of 770 employees referred for a medical examination and when compared to the same period last year this represents a decrease of 51 employees being referred.
- ◆ During the period, a total of 1132 employees attended physiotherapy treatment, which is an increase of 19 when compared to the same period last year. Of the 1132 employees referred, 68% remained at work whilst undertaking treatment.
- ◆ Over the period 652 employees were referred to the Employee Support Officer, an increase of 23 when compared to the same period last year. Of those referrals made during the period, 88% related to personal issues.
- ◆ During the year there were 362 referrals for counselling, this represents an overall increase of 133 referrals when compared with the same period last year.
- ◆ Over the period a total of 73 employees were referred for Cognitive Behavioural Therapy, a decrease of 66 when compared to the same period last year.

6. Accidents/Incidents

6.1. The accident/incident report for the period April – September 2019 is contained in Appendix 10:-

- ◆ The number of accidents/incidents recorded for the period was 530, an increase of 138 from same period last year.
- ◆ During the period specified injury accidents/incidents have decreased by 4 when compared to the same period last year.
- ◆ Overall minor accidents/incidents have increased by 110 when compared with the same period last year.
- ◆ During the period the number of over 3 day injuries have increased by 5 when compared to the same period last year.
- ◆ During the period the number of accidents resulting in an absence lasting over 7 days has increased by 27 when compared with the same period last year.

7. Discipline, Grievance, Dignity at Work

7.1. Information on Disciplinary, Grievance Hearings and Dignity at Work for the period April – September 2019 is contained in Appendices 11 and 12:-

- ◆ During the period, a total of 76 disciplinary hearings were held across Resources within the Council, which represents a decrease of 11 when compared to same period last year. Action was taken in 62 of these cases and there was 1 appeal raised against the outcomes.
- ◆ Our target is to convene disciplinary hearings within 6 weeks. During the period 82% of hearings met this target which is an increase of 2% when compared to the same period last year.
- ◆ During the period 4 appeals were submitted to the Appeals Panel, of which 1 was upheld in part, 2 were not upheld and 1 was withdrawn
- ◆ At the end of September 2019, 3 Appeals Panels were pending.
- ◆ Overall 9 grievances were raised during the period, an increase of 5 when compared with the same period last year.
- ◆ There were 14 dignity at work incidents raised this period, an increase of 7 when compared with the same period last year.
- ◆ During the period 6 referrals for mediation were submitted; this represents an increase of 3 when compared to the same period last year.

8. Employee Development

8.1. Information on Employee Development for the period April – September 2019 is contained in Appendices 13 and 13a:-

- ◆ The Council is committed to ensuring that every employee has the opportunity to undertake learning and development which relates to their job.
- ◆ During this period there were 11,372 attendances at training events.
- ◆ As Learn on Line options continues to be developed, employees have successfully completed 29,987 e-learning packages covering a wide variety of subjects.

9. Labour Turnover/Analysis of Leavers and Exit Interviews

9.1. Labour Turnover

Information on the number of leavers and exit interviews for the period April – September 2019 is contained in Appendix 14. Exit interviews are conducted with leavers who leave voluntarily.

Labour turnover

Using information compiled from Resources as at 30 September 2019, the Council's average labour turnover figure for April - September 2019 is as follows:-

328 leavers / 14451 employees in post = Labour Turnover of 2.3%

The projected annual labour turnover figure for the financial year 2019/2020 is 4.5% and this figure has increased by 0.2% when compared to the same period in the previous financial year.

9.2. Analysis of Leavers and Exit Interviews:-

- ◆ During April – September 2019 there were 328 leavers eligible for an exit interview, an increase of 20 when compared with April – September 2018.
- ◆ Exit interviews for April – September 2019 were held with 13% of leavers, compared with 29% in the period April – September 2018.

9.3. From September 2019, 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 three options:-

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

- 9.4. In September 2019, 97 employees left employment and managers indicated that 92 of those would be replaced. Referring to the table in Appendix 14a, 4 posts were filled on a fixed term basis pending savings and the budget for 1 post was transferred to another post.
- 9.5. A reconciliation of existing workforce information at 10 October 2019 showed there were 377.52 FTE vacant posts. Of these, 335.42 FTE are being filled through a recruitment process and the remaining 42.1 are being held pending savings discussions. It should be noted that some of the posts at recruitment may be currently covered on a fixed term basis pending recruitment.

10. Recruitment Monitoring

- 10.1. Information on Recruitment Monitoring for the period April – September 2019 is contained within Appendix 15. From an analysis of Equal Opportunities Monitoring Forms, the main points to note are:-
- ◆ 97% of applicants completed an Equal Opportunities Monitoring Form, compared with 99% in the period April – September 2018.
 - ◆ Of the 571 applicants who declared themselves as disabled, 258 were shortlisted for interview and 50 were appointed. This compares to 249 applicants the previous period, of which 142 applicants were shortlisted for interview and 23 were appointed.
 - ◆ Of the 300 applicants from a black/ethnic background, 98 were shortlisted for interview and 18 were appointed. This compares to 86 applicants the previous period, of which 29 were shortlisted for interview and 3 were appointed.

11. Staffing Watch

- 11.1. Details of the number of employees in post at 14 September 2019 are contained in Appendix 16. There were 14,901 employees in post as at 14 September 2019 compared to 14,309 as at 8 September 2018. This represents an increase of 592 when compare to same period last year.

12. Employee Implications

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

13. Financial Implications

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

14. Other Implications (Including Environmental and Risk Issues)

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

15. Equality Impact Assessment and Consultation Arrangements

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

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)

25 October 2019

(Link(s) to Council Values/Ambitions/Objectives)

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

Previous References

- ◆ Executive Committee, 19 December 2018

List of Background Papers

- ◆ Monitoring information provided by Resources

Contact for Further Information

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

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

ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020
Council Wide

APT&C				Teachers				Manual Workers				Council Wide				
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020	
	%	%	%		%	%	%		%	%	%		%	%	%	
April	4.1	4.2	4.0	April	2.1	1.9	2.9	April	5.2	5.7	5.2	April	3.9	4.1	4.0	
May	4.4	4.2	4.4	May	2.7	2.1	3.2	May	5.1	6.1	5.6	May	4.2	4.2	4.4	
June	4.1	4.2	4.4	June	2.2	2.3	2.7	June	4.9	6.0	5.7	June	3.9	4.3	4.4	
July	3.3	3.5	3.5	July	0.8	1.0	1.2	July	4.5	5.1	5.1	July	3.0	3.4	3.4	
August	3.7	3.7	3.9	August	1.0	1.2	1.3	August	4.5	5.4	5.5	August	3.2	3.6	3.7	
September	4.4	4.4	4.5	September	2.2	2.2	2.5	September	5.0	6.2	6.1	September	4.0	4.4	4.5	
October	4.3	4.7		October	2.4	2.2		October	5.4	5.8		October	4.1	4.4		
November	4.7	5.3		November	3.5	3.5		November	6.1	6.0		November	4.8	5.1		
December	4.9	4.9		December	3.8	3.1		December	6.7	6.3		December	5.1	4.8		
January	5.0	4.7		January	3.0	3.3		January	6.6	6.6		January	5.0	4.9		
February	5.2	4.9		February	3.0	4.0		February	6.5	6.7		February	5.0	5.2		
March	4.8	4.7		March	2.9	3.9		March	6.2	6.1		March	4.7	4.9		
Annual Average	4.4	4.5	4.5	Annual Average	2.5	2.6	2.8	Annual Average	5.6	6.0	5.9	Annual Average	4.2	4.4	4.5	
Average Apr-Sep	4.0	4.0	4.1	Average Apr-Sep	1.8	1.8	2.3	Average Apr-Sep	4.9	5.8	5.5	Average Apr-Sep	3.7	4.0	4.1	
No of Employees at 30 September 2019			7313	No of Employees at 30 September 2019			3881	No of Employees at 30 September 2019			4587	No of Employees at 30 September 2019			15781	

ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020
Community and Enterprise Resources

APT&C				Manual Workers				Resource Total				Council Wide			
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020
April	3.9	3.2	4.0	April	5.2	5.4	4.4	April	4.8	5.0	4.3	April	3.9	4.1	4.0
May	4.4	2.8	3.6	May	5.7	6.0	5.1	May	5.4	5.5	4.9	May	4.2	4.2	4.4
June	4.2	3.8	3.9	June	5.1	5.8	5.5	June	4.9	5.5	5.3	June	3.9	4.3	4.4
July	3.4	4.3	3.9	July	4.2	4.5	4.3	July	4.0	4.4	4.3	July	3.0	3.4	3.4
August	3.6	4.8	4.0	August	4.5	5.3	5.1	August	4.3	5.2	4.9	August	3.2	3.6	3.7
September	3.4	6.0	2.9	September	5.0	6.2	5.9	September	4.8	6.2	5.4	September	4.0	4.4	4.5
October	3.8	3.8		October	5.6	5.8		October	5.3	5.5		October	4.1	4.4	
November	4.5	4.8		November	6.2	6.2		November	5.9	6.0		November	4.8	5.1	
December	3.6	4.1		December	6.4	6.0		December	5.9	5.7		December	5.1	4.8	
January	3.0	3.4		January	6.3	6.1		January	5.7	5.6		January	5.0	4.9	
February	3.0	4.1		February	6.8	6.3		February	6.1	5.9		February	5.0	5.2	
March	3.4	4.8		March	6.1	5.6		March	5.6	5.5		March	4.7	4.9	
Annual Average	3.7	4.2	3.9	Annual Average	5.6	5.8	5.5	Annual Average	5.2	5.5	5.3	Annual Average	4.2	4.4	4.5
Average Apr-Sep	3.8	4.2	3.7	Average Apr-Sep	5.0	5.5	5.1	Average Apr-Sep	4.7	5.3	4.9	Average Apr-Sep	3.7	4.0	4.1

No of Employees at 30 September 2019			553	No of Employees at 30 September 2019			2876	No of Employees at 30 September 2019			3429	No of Employees at 30 September 2019			15781
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For the financial year 2019/20, the projected average days lost per employee equates to 12.2 days.

ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020
Education Resources

APT&C				Teachers				Resource Total				Council Wide							
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020				
April	4.0	4.1	3.5	April	2.1	1.9	2.9	April	2.9	2.8	3.2	April	3.9	4.1	4.0				
May	4.7	4.5	4.2	May	2.7	2.1	3.2	May	3.5	3.1	3.6	May	4.2	4.2	4.4				
June	3.6	4.4	3.8	June	2.2	2.3	2.7	June	2.8	3.2	3.2	June	3.9	4.3	4.4				
July	2.1	2.4	2.4	July	0.8	1.0	1.2	July	1.3	1.6	1.7	July	3.0	3.4	3.4				
August	2.7	2.7	2.8	August	1.0	1.2	1.3	August	1.7	1.8	2.0	August	3.2	3.6	3.7				
September	4.3	4.1	4.3	September	2.2	2.2	2.5	September	3.0	3.0	3.3	September	4.0	4.4	4.5				
October	4.6	4.7		October	2.4	2.2		October	3.3	3.2		October	4.1	4.4					
November	5.0	5.7		November	3.5	3.5		November	4.1	4.4		November	4.8	5.1					
December	5.3	5.4		December	3.8	3.1		December	4.4	4.1		December	5.1	4.8					
January	5.2	5.1		January	3.0	3.3		January	3.9	4.1		January	5.0	4.9					
February	5.5	5.3		February	3.0	4.0		February	4.0	4.5		February	5.0	5.2					
March	4.7	5.0		March	2.9	3.9		March	3.7	4.4		March	4.7	4.9					
Annual Average	4.3	4.5	4.4	Annual Average	2.5	2.6	2.8	Annual Average	3.2	3.4	3.5	Annual Average	4.2	4.4	4.5				
Average Apr-Sep	3.6	3.7	3.5	Average Apr-Sep	1.8	1.8	2.3	Average Apr-Sep	2.5	2.6	2.8	Average Apr-Sep	3.7	4.0	4.1				
No of Employees at 30 September 2019				3038	No of Employees at 30 September 2019				3881	No of Employees at 30 September 2019				6919	No of Employees at 30 September 2019				15781

For the financial year 2019/20, the projected average days lost per employee equates to 6.8 days.

ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020
Finance and Corporate Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020				
April	2.8	3.1	3.5	April		8.6	7.1	April	2.8	3.2	3.6	April	3.9	4.1	4.0				
May	3.2	3.3	3.2	May	0.0	0.4	0.0	May	3.2	3.2	3.2	May	4.2	4.2	4.4				
June	3.3	2.5	3.3	June	0.0	0.0	0.5	June	3.3	2.5	3.2	June	3.9	4.3	4.4				
July	3.1	2.9	3.3	July	0.0	0.0	2.4	July	3.0	2.9	3.2	July	3.0	3.4	3.4				
August	3.5	2.8	3.6	August	0.0	0.4	5.9	August	3.4	2.8	3.6	August	3.2	3.6	3.7				
September	4.1	3.1	3.3	September	0.0	0.0	3.5	September	4.1	3.0	3.3	September	4.0	4.4	4.5				
October	4.4	3.6		October	0.0	0.0		October	4.3	3.6		October	4.1	4.4					
November	4.2	4.6		November	0.0	0.0		November	4.1	4.6		November	4.8	5.1					
December	3.5	3.8		December	0.0	0.0		December	3.4	3.8		December	5.1	4.8					
January	4.1	3.6		January	7.0	0.0		January	4.2	3.5		January	5.0	4.9					
February	4.2	3.7		February	2.5	2.3		February	4.2	3.6		February	5.0	5.2					
March	3.8	3.2		March	16.9	9.8		March	4.0	3.3		March	4.7	4.9					
Annual Average	3.7	3.4	3.6	Annual Average	2.4	1.8	2.6	Annual Average	3.7	3.3	3.5	Annual Average	4.2	4.4	4.5				
Average Apr-Sep	3.3	3.0	3.4	Average Apr-Sep	0.0	1.6	3.2	Average Apr-Sep	3.3	2.9	3.4	Average Apr-Sep	3.7	4.0	4.1				
No of Employees at 30 September 2019				975	No of Employees at 30 September 2019				11	No of Employees at 30 September 2019				986	No of Employees at 30 September 2019				15781

For the financial year 2019/20, the projected average days lost per employee equates to 7.8 days.

ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020
Housing & Technical Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020				
April	4.3	3.9	3.9	April	4.5	6.5	6.7	April	4.4	4.9	5.0	April	3.9	4.1	4.0				
May	4.2	3.6	4.2	May	3.9	6.5	5.1	May	4.1	4.8	4.5	May	4.2	4.2	4.4				
June	3.9	4.0	4.8	June	4.4	6.2	5.0	June	4.1	4.9	4.9	June	3.9	4.3	4.4				
July	4.3	3.7	4.1	July	4.9	6.3	5.4	July	4.5	4.8	4.6	July	3.0	3.4	3.4				
August	4.7	4.1	4.0	August	4.0	5.5	5.7	August	4.4	4.6	4.7	August	3.2	3.6	3.7				
September	4.3	4.5	4.4	September	4.5	6.2	5.8	September	4.4	5.2	5.0	September	4.0	4.4	4.5				
October	3.8	4.3		October	4.4	5.9		October	4.0	4.9		October	4.1	4.4					
November	4.9	4.8		November	6.4	6.5		November	5.5	5.5		November	4.8	5.1					
December	5.0	4.4		December	9.0	6.5		December	6.6	5.3		December	5.1	4.8					
January	5.4	4.2		January	7.3	7.0		January	6.2	5.3		January	5.0	4.9					
February	5.2	4.2		February	6.1	6.6		February	5.6	5.2		February	5.0	5.2					
March	5.1	4.2		March	6.0	7.3		March	5.4	5.5		March	4.7	4.9					
Annual Average	4.6	4.2	4.3	Annual Average	5.5	6.4	6.1	Annual Average	4.9	5.1	5.0	Annual Average	4.2	4.4	4.5				
Average Apr-Sep	4.3	4.0	4.2	Average Apr-Sep	4.4	6.2	5.6	Average Apr-Sep	4.3	4.9	4.8	Average Apr-Sep	3.7	4.0	4.1				
No of Employees at 30 September 2019				884	No of Employees at 30 September 2019				569	No of Employees at 30 September 2019				1453	No of Employees at 30 September 2019				15781

ABSENCE TRENDS - 2017/2018, 2018/2019 & 2019/2020
Social Work Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020	
April	5.0	5.3	5.0	April	5.6	6.2	6.9	April	5.2	5.6	5.6	April	3.9	4.1	4.0	
May	4.9	5.1	5.6	May	4.1	6.2	7.7	May	4.6	5.4	6.3	May	4.2	4.2	4.4	
June	5.3	5.2	5.8	June	4.6	6.3	6.9	June	5.1	5.6	6.2	June	3.9	4.3	4.4	
July	4.8	5.2	5.1	July	4.9	6.4	7.7	July	4.8	5.6	5.9	July	3.0	3.4	3.4	
August	4.9	5.0	5.9	August	4.7	5.9	6.7	August	4.8	5.3	6.2	August	3.2	3.6	3.7	
September	5.0	5.0	6.2	September	5.2	6.1	6.8	September	5.1	5.4	6.4	September	4.0	4.4	4.5	
October	4.2	5.7		October	5.8	5.6		October	4.8	5.6		October	4.1	4.4		
November	4.4	5.4		November	5.9	5.3		November	4.9	5.4		November	4.8	5.1		
December	5.6	5.1		December	6.1	6.9		December	5.7	5.7		December	5.1	4.8		
January	5.5	5.2		January	7.3	8.4		January	6.1	6.2		January	5.0	4.9		
February	6.1	5.5		February	5.8	8.5		February	6.0	6.5		February	5.0	5.2		
March	5.7	5.4		March	6.5	6.5		March	5.9	5.8		March	4.7	4.9		
Annual Average	5.1	5.3	5.5	Annual Average	5.5	6.5	7.0	Annual Average	5.3	5.7	6.0	Annual Average	4.2	4.4	4.5	
Average Apr-Sep	5.0	5.1	5.6	Average Apr-Sep	4.9	6.2	7.1	Average Apr-Sep	4.9	5.5	6.1	Average Apr-Sep	3.7	4.0	4.1	
No of Employees at 30 September 2019			1863	No of Employees at 30 September 2019			1131	No of Employees at 30 September 2019			2994	No of Employees at 30 September 2019			15781	

For the financial year 2019/20, the projected average days lost per employee equates to 13.3 days.

APPENDIX 7

ABSENCE BY LONG AND SHORT TERM

From: 1 April 2019 - 30 September 2019

Resource	April 2019 - September 2019		
	Total Short Term %	Total Long Term %	Resource Total Absence %
Community and Enterprise	1.7	3.2	4.9
Education	0.9	1.9	2.8
Finance and Corporate	1.4	2.0	3.4
Housing & Technical	1.9	2.9	4.8
Social Work	1.8	4.3	6.1

Council Overall for Apr 19 - Sep 19	1.4	2.7	4.1
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From: 1 April 2018 - 30 September 2018

Resource	April 2018 - September 2018		
	Total Short Term %	Total Long Term %	Resource Total Absence %
Community and Enterprise	1.6	3.7	5.3
Education	0.8	1.8	2.6
Finance and Corporate	1.3	1.6	2.9
Housing & Technical	1.7	3.2	4.9
Social Work	1.6	3.9	5.5

Council Overall for Apr 18 - Sep 18	1.3	2.7	4.0
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APPENDIX 8

Absence Monitoring

Absence Classifications

From 1 April 2019 to 30 September 2019

Reason	Total Work Days Lost	% of Work Days Lost	% of Work Days Available
Musculoskeletal	19454	26	1.1
Psychological	24491	32	1.3
Stomach	9053	12	0.5
Respiratory	4177	6	0.2
Others	18292	24	1
Total Days Lost	75467	100	4.1

From 1 April 2018 to 30 September 2018

Reason	Total Work Days Lost	% of Work Days Lost	% of Work Days Available
Musculoskeletal	18908	30	1.1
Psychological	21752	27	1.2
Stomach	7427	12	0.4
Respiratory	3665	7	0.2
Others	19351	24	1.1
Total Days Lost	71103	100	4

OCCUPATIONAL HEALTH REPORTS

FROM: 1 April 2019 - 30 September 2019 comparison with 1 April 2018 - 30 September 2018

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
TOTAL (Apr-Sep 2019)	171	58	66	44	153	278	770
TOTAL (Apr-Sep 2018)	220	59	89	46	117	290	821

No of Employees Referred For Physiotherapy		
RESOURCE	Apr-Sep 2018	Apr-Sep 2019
Community and Enterprise	285	279
Education (Teachers)	151	157
Education (Others)	155	180
Finance and Corporate	73	73
Housing and Technical	149	133
Social Work	300	310
TOTAL	1113	1132

No of Employees Referred To Employee Support Officer		
RESOURCE	Apr-Sep 2018	Apr-Sep 2019
Community and Enterprise	170	141
Education	207	215
Finance and Corporate	46	49
Housing and Technical	67	55
Social Work	139	192
TOTAL	629	652

No of Employees Referred For Cognitive Behavioural Therapy		
RESOURCE	Apr-Sep 2018	Apr-Sep 2019
Community and Enterprise	24	6
Education	51	7
Finance and Corporate	12	0
Housing and Technical	21	10
Social Work	31	18
Not Disclosed	0	32
TOTAL	139	73

Analysis of Counselling Referrals by Cause											
Reason											
Work Stress		Addiction		Personal		Anxiety/ Depression		Bereavement		Total	
M	S	M	S	M	S	M	S	M	S	M	S
TOTAL (Apr-Sep 2019)	75	0	5	0	213	0	53	0	16	362	0
TOTAL (Apr-Sep 2018)	42	2	0	1	150	4	1	0	27	220	9
								Total Referrals (Apr-Sep 2019)		362	
								Total Referrals (Apr-Sep 2018)		229	

M = MANAGEMENT REFERRAL S = SELF REFERRAL

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

FROM: 1 April 2019 - 30 September 2019 comparison with 1 April 2018 - 30 September 2018

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018
Specified Injury	0	2	1	1	0	1	0	0	0	1	1	5
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Total Specified Injury*	0	2	1	1	0	1	0	0	0	1	1	5
Over 7-day	21	9	3	0	0	0	6	4	8	1	38	13
Violent Incident: Physical	0	0	0	0	0	0	0	0	2	0	2	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 7-day**	21	9	3	0	0	0	6	4	10	1	40	13
Over 3-day	4	2	0	0	0	0	4	1	1	0	9	4
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 3-day**	4	2	0	0	0	0	4	1	1	0	9	4
Minor	35	25	8	4	1	3	10	11	10	10	64	53
Near Miss	11	7	2	0	0	0	3	2	2	1	18	10
Violent Incident: Physical	20	4	283	230	0	1	1	1	25	27	329	263
Violent Incident: Verbal	9	7	26	17	7	2	8	4	19	14	69	44
Total Minor***	75	43	319	251	8	6	22	18	56	52	480	370
Total Accidents/Incidents	100	56	323	252	8	7	32	23	67	54	530	392

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

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

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

RECORD OF DISCIPLINARY HEARINGS

FROM: 1 April 2019 - 30 September 2019 comparison with 1 April 2018 - 30 September 2018

RESOURCE	No of Disciplinary Hearings				Outcome of Disciplinary Hearings								No of weeks to convene Disciplinary Hearing			% Held within 6 Weeks
	APT&C	Manual/ Craft	Teachers	Total	No Action				Action Taken				3	4-6	6+	
					APT&C	Manual / Craft	Teachers	Total	APT&C	Manual / Craft	Teachers	Total				
COMMUNITY AND ENTERPRISE	0	45	N/A	45	0	7	N/A	7	0	38	N/A	38	30	11	4	91%
EDUCATION	6	0	0	6	1	0	0	1	5	0	0	5	5	0	1	83%
HOUSING & TECHNICAL	3	1	N/A	4	0	0	N/A	0	3	1	N/A	4	1	1	2	50%
SOCIAL WORK	12	9	N/A	21	3	3	N/A	3	9	6	N/A	15	6	8	7	67%
TOTAL (Apr-Sep 2018)	21	55	0	76	4	10	0	14	17	45	0	62	42	20	14	82%
TOTAL (Apr-Sep 2017)	21	64	2	87	2	14	0	16	19	50	2	71	40	30	17	80%

RESOURCE	No of Appeals				Outcome of Appeals												Appeals Pending
	APT&C	Manual/ Craft	Teachers	Total	Upheld				Upheld in Part				Not Upheld				
					APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	
TOTAL (Apr-Sep 2018)	0	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1	0
TOTAL (Apr-Sep 2017)	4	2	0	6	1	0	0	1	0	0	0	0	3	2	0	5	0

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

APPEAL'S PANEL

FROM: 1 April 2018 - 30 September 2018

APPEAL'S PANEL	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
	0	1	2	1	4	3

RECORD OF GRIEVANCES**FROM: 1 April 2019 - 30 September 2019 comparison with 1 April 2018 - 30 September 2018**

GRIEVANCES	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
TOTAL (Apr-Sep 2018)	9	1	5	0	3
TOTAL (Apr-Sep 2017)	4	1	3	0	0

DIGNITY AT WORK**FROM: 1 April 2019 - 30 September 2019 comparison with 1 April 2018 - 30 September 2018**

DIGNITY AT WORK	No of Incidents	No Resolved at Informal Stage	No Resolved at Formal Stage	No of Appeals	Appeals in Process	Still in Process
TOTAL (Apr-Sep 2018)	14	1	8	0	0	5
TOTAL (Apr-Sep 2017)	7	0	7	0	0	0

REFERRALS FOR WORKPLACE MEDIATION

As at September 2019

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

WORKPLACE MEDIATION	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18
No of Referrals	1	2	0	0	0	0
*No of Successful Cases	1	0	0	0	0	0
*No of Unsuccessful Cases	0	0	0	0	1	0
No of cases unsuitable for mediation	1	1	0	0	0	0

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

Employee Development
1 April 2019 - 30 September 2019

	Attended classroom based training
Community and Enterprise	2293
Education	4206
Finance and Corporate	212
Housing and Technical	1020
Social Work	3641
Total	11,372

	Courses Completed / Passed
Community and Enterprise	1750
Education	13331
Finance and Corporate	1790
Housing and Technical	2796
Social Work	10320
Total	29,987

EMPLOYEE DEVELOPMENT

Monitoring Stats for all Training - 1 April 2019 - 30 September 2019
Finance and Corporate Resources

	Percentage (%)	Count
Male	31.3%	4484
Female	68.7%	9839
Disabled	1.6%	225
Not Disabled	86.8%	12423
Not Disclosed	2.6%	368
Not Entered	9.0%	1292
White - Scottish	86.0%	12313
White - Other British	2.8%	398
White - Irish	0.5%	68
White - Any other Background	1.1%	151
Asian - Pakistani	0.1%	20
All Others	9.6%	1374
21 Years	3.4%	480
21-29 Years	17.8%	2548
30-39 Years	20.3%	2902
40-49 Years	23.6%	3376
50-59 Years	25.7%	3686
60-65 Years	7.7%	1107
Over 65 Years	1.6%	225

ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

FROM: 1 April - 30 September 2019

REASONS FOR LEAVING	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
CAREER ADVANCEMENT	1	2	3	1	0	7	17
CHILD CARING / CARING RESPONSIBILITIES	2	1	1	1	2	7	17
MOVING OUTWITH AREA	0	4	1	0	0	5	12
PERSONAL REASONS	0	0	0	1	1	2	5
WORK RELATIONSHIPS WITH MANAGERS / COLLEAGUES	1	1	0	0	0	2	5
TRAVELLING DIFFICULTIES	0	1	0	0	1	2	5
DISSATISFACTION WITH TERMS AND CONDITIONS	0	1	0	0	0	1	2
FURTHER EDUCATION	0	1	0	0	0	1	2
OTHER	3	5	0	2	5	15	36
NUMBER OF EXIT INTERVIEWS CONDUCTED	7	16	5	5	9	42	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	71	147	21	16	73	328	
% OF LEAVERS INTERVIEWED	10	11	24	31	12	13	

From 1 April - 30 September 2018

NUMBER OF EXIT INTERVIEWS CONDUCTED	15	34	11	7	22	89	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	67	133	24	16	68	308	
% OF LEAVERS INTERVIEWED	22	26	46	44	32	29	

* Note these totals include temporary employees

Appendix 14A

Posts being held

Resource	Filling fixed term	Budget to transfer to another post	Total
Community & Enterprise	3		3
Education		1	1
Finance & Corporate	1		1
Total	4	1	5

Resource	Vacancies being filled (FTE)	Vacant posts held pending savings (FTE)	Total (FTE)
Community & Enterprise	70.23	18.9	89.13
Education	58.21	3	61.21
Finance & Corporate	22.2	19.2	41.4
Housing & Technical	37.49	0	37.49
Social Work	147.29	1	148.29
Total	335.42	42.1	377.52

RECRUITMENT MONITORING

Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 April 2019 - 30 September 2019

Total Number of applications received:	11053
Total Number of Equal Opportunities Monitoring forms received:	10703 (97%)
Total Number of posts recruited for:	615
Total Number of appointments:	1403

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	10721	3423	1214
Total No of Male Applicants	3779	1189	353
Total No of Female Applicants	6723	2369	853
Total No of Disabled Applicants	571	258	50
Total No of applicants aged under 50	8529	2865	941
Total No of applicants aged over 50	2055	787	225
Total No of White applicants	10263	3559	1087
Total No of Black/Ethnic minority applicants*	300	98	18

FROM : 1 April 2018 - 30 September 2018

Total Number of applications received:	3927
Total Number of Equal Opportunities Monitoring forms received:	3912 (99%)
Total Number of posts recruited for:	350
Total Number of appointments:	434

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	3912	1153	432
Total No of Male Applicants	1469	400	115
Total No of Female Applicants	2352	799	259
Total No of Disabled Applicants	249	142	23
Total No of applicants aged under 50	3329	1028	309
Total No of applicants aged over 50	425	191	72
Total No of White applicants	3689	1174	372
Total No of Black/Ethnic minority applicants*	86	29	3

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 14 September 2019**Analysis by Resource**

Resource	Total Number of Employees				
	Male		Female		
	Total	F/T	P/T	F/T	P/T
Community & Enterprise Resources	3182	1368	218	193	1403
Education - Others	2881	139	82	481	2179
Education - Teachers	3767	699	58	2296	714
Finance & Corporate Resources	913	213	15	381	304
Housing & Technical	1316	862	21	299	134
Social Work Resources	2842	228	195	983	1436
Total All Staff	14901	3509	589	4633	6170

Full-Time Equivalent									
Salary Band									
Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2295.78	1.00	1569.31	415.60	235.27	47.60	17.00	4.00	6.00	0.00
2062.33	1.00	1367.59	439.20	135.41	30.80	13.00	4.00	59.93	11.40
3464.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	3462.50
811.23	2.00	124.65	349.16	236.18	65.54	26.70	6.00	1.00	0.00
1262.14	1.00	208.63	653.32	351.19	36.00	10.00	2.00	0.00	0.00
2462.00	1.00	1357.30	489.10	563.60	24.00	25.00	2.00	0.00	0.00
8893.48	(excluding Teachers)								
12357.98	6.00	4627.48	2346.38	1521.65	203.94	91.70	18.00	68.93	3473.90

** Change to report this is now run electronically which allows us to report on grade.

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 8 September 2018**Analysis by Resource**

Resource	Total Number of Employees				
	Male		Female		
	Total	F/T	P/T	F/T	P/T
Community & Enterprise Resources	3089	1356	203	202	1328
Education - Others	2505	124	78	401	1902
Education - Teachers	3691	689	59	2271	672
Finance & Corporate Resources	935	213	18	393	311
Housing & Technical	1333	872	18	303	140
Social Work Resources	2756	216	185	897	1458
Total All Staff	14309	3470	561	4467	5811

Full-Time Equivalent									
Salary Band									
Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2267.04	1.00	1544.04	408.90	236.66	48.64	16.80	4.00	7.00	0.00
1765.96	1.00	1115.24	459.47	84.54	19.00	15.00	4.00	57.51	10.20
3395.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.60	3391.20
830.67	2.00	131.96	359.41	242.18	61.42	26.70	6.00	1.00	0.00
1280.10	1.00	196.73	682.02	352.35	34.00	12.00	2.00	0.00	0.00
2370.46	1.00	1323.97	463.08	536.41	20.00	25.00	1.00	0.00	0.00
8514.23	(excluding Teachers)								
11910.03	6.00	4311.94	2372.88	1452.14	183.06	95.50	17.00	70.11	3401.40

** Change to report this is now run electronically which allows us to report on grade.

Report

7

Report to:	Executive Committee
Date of Meeting:	4 December 2019
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Revenue Budget Strategy 2020/20201 and Savings Proposals
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ Provide an update on the 2020/2021 Revenue Budget Strategy and present proposals for meeting the savings requirement in preparation of the 2020/2021 budget.

2. Recommendation(s)

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

- (1) that the revised Revenue Budget Strategy for 2020/2021, including the proposed additional Corporate Solutions of £1.300 million (sections 5.3 and 5.5), be approved;
- (2) that the budget gap of £13.651 million, after Corporate Solutions, including a 3% increase in Council Tax (section 5.7), be noted;
- (3) that £0.478 million of these savings proposals result from decisions already approved, be noted;
- (4) that approval will be sought from the Integrated Joint Board for £1.100 million of these savings proposals (section 6.15), be noted; and
- (5) that the remaining savings proposals totalling £8.428 million (section 6.5), be approved;
- (6) that the remaining budget gap after savings of £3.645 million, and the proposal to fund it from Reserves (section 6.7), be approved; and
- (7) that the intention to submit a paper to this Committee confirming actual Government Grant when the Council is notified of it settlement (section 9.1), be noted.

3. Background

- 3.1. At its meeting on 26 June 2019, the Council's Executive Committee approved the Revenue Budget Strategy for 2020/2021. The Strategy took account of a number of assumptions including Grant Reductions, Pay and Pension Increases, Price Increases, Funding for Priorities and Revenue Consequences of Capital. This resulted in an initial budget gap of £41.551 million.
- 3.2. Corporate funding solutions of £26.000 million were identified which reduced the budget gap to £15.551 million.

- 3.3. The report noted that the Strategy did not include any increase in Council Tax but that a 3% increase could generate £3.900 million. It was proposed that following receipt of the Government Grant settlement for 2020/2021, expected in December 2019, a decision on Council Tax can be taken.
- 3.4. As a result, officers were given approval to identify efficiency savings of £11.651 million (The budget gap of £15.551 million less Council Tax of £3.900 million).
- 3.5. Since the 2020/2021 Revenue Budget Strategy was approved in June 2019, an exercise has been undertaken to update the Strategy assumptions and to identify any further corporate funding solutions that could be taken into account.
- 3.6. Section 4 below provides an update on the Strategy Assumptions. Section 5 details further corporate funding solutions for consideration while section 6 provides details on how the savings requirement can be achieved through the presentation of a package of savings for Members.

4. Update on Strategy Assumptions

- 4.1. The Council's Revenue Budget Strategy was presented to members in June 2019. Since then, while there have been announcements from the UK Government on its budget assumptions, the Scottish Government has stated that "without the tax announcements and economic forecasts of a full UK Budget the Scottish Government will not have clarity on funding for 2020-21." There is therefore no further detail on the Local Government Grant Settlement and as such, there has been no change to the Council's Grant assumptions.
- 4.2. With regard to expenditure, there are some Revenue Budget Strategy assumptions that do need to be revisited. One of these areas is the impact of auto enrolment which took place earlier this year for the Council, and also the impact of the demand for Children and Families Services, that is apparent in the Social Work Resources' Revenue Monitoring. These are taken in turn below.
- 4.3. **Auto Enrolment:** Every 3 years, the Council is legally obliged to automatically enrol all eligible employees who are not currently in the pension scheme, into the pension scheme. The onus is then on employees to opt out if they wish to do so. The Council's pension auto enrolment exercise took place in April 2019. The budget for the current year includes £1.500 million to pay for the potential additional costs of auto enrolment for both the Council and South Lanarkshire Leisure and Culture Trust (SLLCT). The cost of auto enrolment was based on an estimated additional cost of the pension scheme (circa £3.800 million before pay award) and an estimated opt out rate of 60%.
- 4.4. The actual financial impact of auto enrolment is dependent on the number of employees who choose to opt out. This has been closely monitored and for the Council, more employees have remained in the pension scheme than anticipated – an opt out rate of only 40%. Currently, the costs of a full year are £1.300 million higher than the original estimate. This assumes an estimate for SLLCT which cannot be confirmed until later in the year when they complete their auto enrolment exercise.

Increase in Savings Requirement: £1.300 million

- 4.5. **Children and Families' Service:** During 2019/2020 to date, the Revenue Budget Monitoring has shown that the Children and Families' Service is experiencing pressures due to increasing demand. The position continues to be closely monitored

during the current year, but current information suggests an in-year pressure of £2.000 million, taking into account management action within the Resource.

Increase in Savings Requirement: £2.000 million

- 4.6. The increased costs in sections 4.4 and 4.5 would result in a revised savings requirement of £14.951 million (being the original £11.651 million noted in section 3.4 plus the additional cost of auto enrolment and the Children and Families' pressures, £3.300 million).

5. Corporate Funding Solutions

- 5.1. An exercise has been carried out to identify corporate funding solutions to assist in managing the 2020/2021 Revenue Budget Strategy. Two areas have been identified since the June 2019 report to members:

- Council Tax Property Numbers and
- Teachers' Pay.

- 5.2. **Council Tax Collected from New Properties:** The 2020/2021 Budget includes an increase of £1.300 million reflecting approximately 1,100 anticipated new Band D equivalent properties into 2020/2021. This estimate was based on a prudent estimate of new build houses based on the effective land supply as detailed in the South Lanarkshire Housing Land Audit from 2017, and covering years 2019/2020 to 2021/2022. After making an assumption regarding the Council Tax Reduction Scheme, the net increase currently included in the Budget is £1.130 million.

- 5.3. The Scottish Government require the Council to submit a return each September showing information on the number of properties across all council tax bands. Following the recent completion of the 2019 return, approximately 1,000 additional properties were identified over and above those already included in the 2020/2021 Budget. This increase reflects greater than anticipated numbers of new build housing completed in recent years. Based on these 1,000 additional Band D equivalent properties, a further £1.000 million of net additional Council Tax income can be assumed within the Budget (this is net of an assumption re Council Tax Reduction Scheme).

Reduction in Savings Requirement: (£1.000 million)

- 5.4. It should be noted that the Council Tax income from additional properties does not give a permanent benefit to the Budget as there will be an impact on grant levels in future years. This is estimated at 80% grant reduction – for every additional £1 of Council Tax, there is an 80p reduction in grant. This will form part of grant assumptions for 2022/2023.

- 5.5. **Teachers' Pay:** As part of the changes to the Teachers' Pay across recent years, an estimate of the additional budget required for 2020/2021 was made. This was included as part of the £15.702 million of Pay Items included in the approved Revenue Budget Strategy (Executive Committee, June 2019). Now that clarity has been received regarding the element funded by the Scottish Government, an amount of £0.300 million can be redirected to fund auto enrolment.

Reduction in Savings Requirement: (£0.300 million)

- 5.6. Taking into account the information above (sections 4.1 to 5.5) allows a revision to the Budget position for 2020/2021. This movement is summarised in Table 1.

Table 1: Revised Efficiency Savings Requirement for 2020/2021

	2020/2021 £m
Efficiency Savings Requirement incl. 3% increase in Council Tax (26 June 2019, Executive Committee)	11.651
Auto Enrolment (section 4.4)	1.300
Children and Families' Pressures (section 4.5)	2.000
Council Tax Income: Additional Property Numbers (September 2019 Base Return) (section 5.3)	(1.000)
Teachers' Pay (section 5.5)	(0.300)
Revised Efficiency Savings Requirement	13.651

- 5.7. Table 1 shows a revised efficiency savings requirement of £13.651 million.
- 5.8. It is noted in section 4.1 that the Revenue Budget Strategy assumption in relation to Government Grant levels has remained the same. The Council was previously advised that it would receive its grant settlement in mid-December 2019, however, given the announcement of a UK Parliamentary Election on 12 December, this date now needs to be confirmed. The overall position for the budget will be updated following the receipt of the Grant Settlement.
- 5.9. Savings proposals to meet this are presented for consideration in Section 6.
- 6. Savings Proposals 2020/2021**
- 6.1. As detailed in Section 5.7 above, the total level of savings required to balance the budget for 2020/2021 is £13.651 million. In order to meet this level of savings, officers have identified proposals for members' consideration.
- 6.2. A package of savings proposals totalling £10.006 million is attached at Appendix 1 to this report.
- 6.3. The savings proposals have been categorised to provide Members with more information on how each saving will impact on the Council and its services. The categories are shown below.

Approved: These savings proposals result from activity which has already been approved through Committees including previous savings exercises.

Efficiency and Outturn: These savings result from more efficient practices. Some of these areas reflect an underspend on budgets in the last financial year and, therefore, the saving is already being delivered.

Charging: These savings proposals relate to increases to charges or where new charges are being introduced.

Service Impact: These savings have an impact on how services are delivered.

Service Impact for Integrated Joint Board Approval: These savings have an impact on how services are delivered, and are for information only. They will be approved by the Integration Joint Board (see section 6.14 and 6.15).

- 6.4. Table 2 shows the split of savings across the categories:

Table 2: Efficiency Savings Across Categories

	FTE	£m
Approved	(1.0)	0.478
Efficiency and Outturn	100.8	6.597
Charging	0.0	0.578
Service Impact	30.5	1.253
Service Impact – Integration Joint Board Approval	5.0	1.100
TOTAL Proposed Savings	135.3	10.006

- 6.5. The overall package includes £0.478 million of savings resulting from decisions which have already been approved and £1.100 million of savings to be approved by the Integration Joint Board (see section 6.15). Of the remaining £8.428 million, there are Efficiency and Outturn savings of £6.597 million. In the remaining categories, Service Impact and Charging savings total £1.831 million.
- 6.6. As detailed in Table 3 below, if approved, the savings detailed in Appendix 1 would leave a shortfall in the 2020/2021 Budget of £3.645 million.

Table 3: Budget Shortfall / Gap

	2020/2021 £m
Revised Savings Requirement (section 5.6)	13.651
Savings Package (section 6.4)	(10.006)
Budget Shortfall / Gap	3.645

- 6.7. In order to manage the gap, it is proposed that the shortfall of £3.645 million is funded on a one-off basis from the Council's Reserves.
- 6.8. **Treasury Management Strategy:** In June 2019, the Council approved a change to its Treasury Management Strategy, to reflect the new method of debt repayment to be applied. This means that by re-profiling debt, the Council can make repayments over a longer period of time.
- 6.9. In adjusting the timing of debt repayments, there is no change to the level of principal repaid across the full term of the loan. The re-profiling means that the principal will be paid over a longer time period. There is no change to the length of time the asset will be operational.
- 6.10. Members were previously advised that a report showing the potential impact of the debt re-profiling for the Council will be developed and reported to a future meeting of the Executive Committee. Officers are currently working with the Council's Treasury Advisers in looking at principal payments already made, and the impact of extending these for longer. Any benefit realised will be identified to members, with a proposal to use this to assist in supporting future budget strategies.
- 6.11. **Social Work Resources' Savings:** It is noted that the savings proposed in relation to Day Care and Care and Support (SWR01 and SWR02 respectively) were the subject of reports presented to the Social Work Resources Committee in October. The reports detailed the proposed review of services and the intention to identify efficiencies. It is expected that the outcome of these reviews, including the level of efficiencies generated, will be reported to both the Integrated Joint Board and the Council's Social Work Committee in February and March 2020, respectively.

- 6.12. If the value of the savings identified in the reviews is lower than those currently included in the savings proposals (Appendix 1), then any shortfall will require to be managed from the use of reserves or from any other funding identified in the Budget Strategy, once the Government Grant has been confirmed.
- 6.13. These proposed savings in relation to the Council's Adult and Older People Service (Social Work Resources) are included as part of the Council's overall savings package for information only, as these will be approved separately by the Integrated Joint Board (see sections 6.14 and 6.15).
- 6.14. **Integration Joint Board:** The Social Work Resources' savings proposals relate to services delegated to the Integration Joint Board.
- 6.15. The Council delegated the funding to the Integration Joint Board on 1 April 2016. As part of the ongoing partnership working arrangements to manage pay, inflationary and demographic cost pressures and to meet agreed Social Work service priorities, a financial plan comprising of additional funding and proposed savings is agreed annually with the Integration Joint Board. The Integration Joint Board will be presented with the proposed Adult and Older People savings for approval, at its meeting on 3 December 2019. As noted above (6.11), these savings (SWR01 and SWR02) relate to ongoing reviews. The Board's approval of these savings will be subject to the outcome of the reviews.
- 7. Position Beyond 2020/2021**
- 7.1. This paper and the attached savings proposals focus on financial year 2020/2021, and are in line with the Revenue Budget Strategy approved by the Executive Committee on 26 June 2019, updated for the new expenditure and additional corporate solutions in sections 4 and 5 above.
- 7.2. For future years, the estimated savings requirements continue to pose a considerable challenge, and this will require further consideration of areas of service delivery.
- 7.3. **Temporary Solutions:** A number of the Corporate Solutions are one-off benefits. These one-off solutions have to be added to the savings requirement in the following years. In addition, an adjustment is also required for any savings or previous budget solutions that are not permanent.
- 7.4. Details of these temporary solutions across years are shown in Table 4.

Table 4: Temporary Solutions

	Year of Adjustment	
	2021/2022	2022/2023
	£m	£m
2019/2020 Savings which were temporary		
Early Years Realignment of Early Learning and Childcare Income (EDR04)	0.045	-
2020/2021 Proposed Savings which are temporary		
Residual Waste (CER17)	0.488	-
Temporary Budget Solutions from Previous Year Budgets		
Use of Reserves (£6.1m 2018/2019 to 2020/2021)	6.100	-
Additional Council Tax from extra properties in 2019/2020 and also additional properties in 2020/2021 (section 5.3) – expected future reduction in Government Grant	1.382	0.920
Use of 2018/2019 Underspend (Used £2m in 2019/2020 and 2020/2021)	2.000	-
2020/2021 Corporate Solutions		
2018/2019 Underspends	0.620	
2019/2020 Underspends	0.540	
Loan Charges (use of underspends)	12.300	
Capital Receipts (use in 2020/2021 and 2021/2022)	-	5.000
Use of Reserves (one-off use in 2020/2021 – agreed Executive Committee, June 2019)	5.000	-
Use of Reserves (one-off use in 2020/2021 – proposed in section 6.7)	3.645	
Total Temporary Solutions	32.120	5.920

- 7.5. The medium term financial strategy estimated that the level of savings required for 2021/2022 was in excess of £20 million. This will be increased by the temporary solutions detailed in Table 4 (£32.120 million), taking the total savings required for 2021/2022 to over £50 million. For 2022/2023, the savings are estimated at a level of around £30 million with the years beyond estimated at £25 million.
- 7.6. Should the Government Grant Settlement for 2020/2021 be more favourable, then the level of temporary solutions employed in that year, including the use of Reserves, should be reduced in order to minimise the resultant savings required in 2021/2022. This would also leave the one-off funding (Reserves) available for use in future budget strategies.
- 8. Housing Revenue Account Budget**
- 8.1. In addition to the Council's Budget, a budget is also prepared in relation to the Housing Revenue Account. Tenants are consulted on financial matters and the budget and savings will be presented to tenants as part of the annual rent setting consultation process. Any savings proposed will be considered and approved by members, as part of the approval of the Housing Revenue Account Budget.

9. Next Steps

- 9.1. As discussed at section 5.8, following the recent announcement of the UK Parliamentary Election on 12 December 2019, the Council awaits confirmation of the date of the Local Government grant settlement. However, it is likely to be beyond the original mid-December date. As the Council has to set a balanced budget early in 2020/2021, the Government Grant Settlement assumptions made in the approved 2020/2021 Revenue Budget Strategy (Executive Committee, June 2019), will continue to be used until this confirmation is received. An updated position will be provided to this Committee following confirmation of the grant figures from the Scottish Government.

10. Employee Implications

- 10.1. Each saving proposed in the Appendices shows the number of full time equivalent posts that will be affected. The savings options in Appendix 1 would require a net reduction of 135.3 FTE posts in 2020/2021. The number of employees affected is 201.
- 10.2. Of the 135.3 FTE posts, 63.7 FTE are currently vacant or have been filled on a temporary basis. The balance of 71.6 FTE posts can be managed through a combination of anticipated turnover and redeployment through SWITCH 2.

11. Financial Implications

- 11.1. As detailed within this report.

12. Other Implications (Including Environmental and Risk Issues)

- 12.1. The assumptions on which the savings target is based are defined within the Financial Strategy for the Council as approved by the Executive Committee on 26 June 2019, and updated for new costs identified and additional corporate solutions (sections 4, 5 and 6.7). The Financial Strategy is a way of managing a number of key risks which directly impact on the funding available to deliver the Council's Objectives.
- 12.2. In relation to individual savings, work has been carried out within Resources to ensure their deliverability. Through this exercise, any risks which may impact on service delivery have been considered.
- 12.3. **Requirement to Set a Budget:** Under statute and internal governance rules, Council Members have duties around setting budgets. Failure to set a balanced budget would have serious implications, not just for the Council but also potentially for individual members who could incur personal responsibility for failure to comply with their statutory duty.
- 12.4. Any failure to set a balanced budget would almost certainly provoke intervention by Scottish Ministers and the Accounts Commission who have legislative powers to carry out investigations and make recommendations which could result in Scottish Ministers issuing binding directions to the Council. Under the Local Government (Scotland) Act 1973, special reporting processes exist (Section 102) which, if the Controller of Audit is not satisfied with the Council's steps to remedy such an issue then he/she can make special report to the Accounts Commission on the matter.
- 12.5. The Commission can then recommend that Scottish Ministers direct the Council to rectify the issue. Individual members who unreasonably contribute to the failure or delay in setting a budget could be ultimately censured, suspended or disqualified from standing for election for a prescribed period of time by the Standards Commission.

- 12.6. If a new budget is not set, then the Council could not enter into any new unfunded commitments including contracts, and spend would be restricted to meeting existing liabilities. As the Council's current position is that there is a budget shortfall that requires to be met through savings, without Council agreement on a 2020/2021 budget, a gap in our budget would remain.
- 13. Equality Impact Assessment and Consultation Arrangements**
- 13.1. Equality Impact Assessments have been undertaken for all relevant savings proposals and have been provided to Members. For details of work undertaken, please contact the Employee Development and Diversity Manager, Finance and Corporate Resources.
- 13.2. The Fairer Scotland Duty (part 1 of Equality Act 2010) places a legal responsibility on the Council to actively consider how it can reduce inequalities of outcome caused by socioeconomic disadvantage when making strategic decisions. It does not override other considerations such as equality or best value.
- 13.3. The Duty is set at a strategic level and is applicable to the key, high-level decisions that the public sector takes. Preparation of the annual budget is considered to be relevant for a Fairer Scotland Duty Impact Assessment. An assessment in line with the requirements of the Fairer Scotland Duty has been provided to Members.
- 13.4. Each of the savings proposals has also been assessed with regard to any potential negative impact on the environment.
- 13.5. In terms of consultation, the Trade Unions will be consulted. With regard to consultation with the public, all members of the public will be invited to comment on budget proposals through a dedicated e-mail address and an online survey. This will be advertised through the use of Social Media (Twitter and Facebook) from the corporate Council account, as well as school social media streams.
- 13.6. In addition, as in previous years, targeted Public Consultation on the budget will be carried out. This will look to undertake face to face community engagement, and online consultation with a wide range of participants, including members of the Citizens' Panel, the Council's Employee Network, South Lanarkshire Youth Council, Seniors Together, Disability Groups and Lanarkshire Ethnic Minority Action Group, Secondary Schools and other community groups. The consultation process will commence following this Executive Committee meeting, and will run until mid-January.
- 13.7. The outcome of the Public Consultation events will be advised to all Elected Members in a separately issued briefing paper later in the budget setting process.
- 13.8. Where savings proposals have identified potential negative impact on service users, appropriate consultation and engagement will take place with those who may be affected, as detailed in the individual EqlAs and the Fairer Scotland duty.
- 14. Environmental Impact**
- 14.1. An exercise has been undertaken to consider the environmental impact of all of the savings proposed for approval. The majority of savings are assessed as having a neutral impact on climate change. The remainder are expected to have some impact, both positive and negative, but on the whole, the package of savings is not

expected to have a material impact on the Council's approach to tackling climate change. Details of this exercise are available on request.

Paul Manning
Executive Director (Finance and Corporate Resources)

15 November 2019

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, Effective, Efficient and Transparent

Previous References

- ◆ Executive Committee, 26 June 2019

List of Background Papers

- ◆ None

Contact for Further Information

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

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Appendix 1 – Savings Proposed

Resource Reference	Service	Savings Type (Approved, Efficiency and Outturn, Charging, Service Impact)	Name, and Brief description of Saving	Employee FTE	Saving £m
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Cross-Resource Savings Proposals 2020/2021

Cross-Resource Approved Savings

COR01	All	Approved	<p>Charging Increases</p> <p>A review of current charges across the Council (excluding South Lanarkshire Leisure and Culture Ltd) enabled a Charging Policy to be created which was agreed at Executive Committee on 21 November 2018. The policy applied a standard inflationary increase to charges across the Council.</p> <p>Through the continued implementation of this Policy, a further saving of £0.300m can be realised through the application of a 2.8% inflationary increase in 2020/2021.</p>	-	0.300
Total Cross-Resource Approved Savings 2020/2021				-	0.300
Total Cross-Resource Savings Proposals 2020/2021				0.0	0.300

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Cross-Resource Savings Summary Across Categories				FTE	£m
Approved				0.0	0.300
Efficiency and Outturn				0.0	0.000
Charging				0.0	0.000
Service Impact				0.0	0.000
Cross-Resource Savings Proposals 2020/2021				0.0	0.300

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Community and Enterprise Resources' Savings Proposals 2020/2021

Community and Enterprise Resources' Approved Savings

CER01	Fleet and Environmental	Approved	<p>Tyre Management</p> <p>Following approval to increase the current establishment within Fleet Services at the Community and Enterprise Resources' Committee on 3 September 2019, the fitting of tyres currently carried out at depots can now be undertaken in-house.</p> <p>At present, tyres for the Council Fleet are procured through an Excel Framework. The Council currently uses this framework for the supply and fit of all tyres, both at the roadside and in the depots. The annual spend on callouts, based on the 2017/2018 year end position, is £0.080m.</p> <p>1 FTE Grade 2 Level 2 Mechanic post has now been added to the establishment. The cost of the post has been estimated at £0.030m. The net estimated annual saving is therefore £0.050m.</p> <p>The fitting of tyres at the roadside will continue to be provided by the external contractor.</p>	(1.0)	0.050
Total Community and Enterprise Resources' Approved Savings 2020/2021				(1.0)	0.050

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Community and Enterprise Resources' Efficiency and Outturn Savings

CER02	Roads and Transportation	Efficiency and Outturn	Roads Ad-Hoc Works Budget A budget of £0.450m currently exists within the Roads Revenue Budget. In previous years, this budget has been used to accelerate the completion of roads schemes. It is proposed that the full budget of £0.450m is removed in 2020/2021. All roads schemes will continue to be progressed within the previously agreed timescales, including delivery of the Roads Investment Programme. This saving will have no impact on delivery of works already planned for the year.	-	0.450
CER03	Fleet and Environmental	Efficiency and Outturn	Fleet Management There are currently 1,403 fleet vehicles as at February 2019. Of this, 186 vehicles are required to be a conspicuous colour (eg yellow or white) and be compliant with appropriate safety markings. Of the remaining 1,217 vehicles, 550 of these are currently painted in the corporate blue shade. By no longer carrying out the spray painting of vehicles in corporate blue, a saving of £0.020m can be realised in 2020/2021. All vehicles will still have the official Council Logo, which can be increased in size as required.	-	0.020
CER04	Fleet and Environmental	Efficiency and Outturn	Fleet Workshop Staffing Structure Through consideration of the current Mechanics staffing structure within the Fleet Workshop, a saving of £0.019m has been identified. Difficulties are being experienced in recruiting and retaining qualified Mechanics. This has led to the recruitment of Mechanics with a Light Goods Vehicle (LGV) qualification, with the intention to train those Mechanics to repair HGVs. To enable these Mechanics to focus on skilled tasks, and gain experience required for their HGV qualification, it is proposed that two vacant Mechanics posts are replaced with Vehicle Workshop Operative (VWO) posts. These employees will undertake a number of non-skilled tasks included within their job description, including shunting vehicles, greasing of vehicles, keeping the workshop safe and clean, and assisting with heavy tasks. Mechanic posts are Grade 3 Level 2 (SCP48) and VWO posts are Grade 1 level 3 (SCP27). Through realignment of the current staffing structure, a saving of £0.019m can be realised in 2020/2021.	-	0.019

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CER05	Fleet and Environmental	Efficiency and Outturn	<p>Realignment of Fleet Services Budgets</p> <p>This saving proposes the current budgets for the Fleet Workshop and equipment be realigned in 2020/2021 to reflect the current expenditure being incurred. This will better reflect the requirements of the service and generate a saving of £0.047m in 2020/2021.</p> <p>In addition, through a reduction in Property Costs at the Fleet Workshop, a saving of £0.016m can be realised in 2020/2021. The saving can be achieved due to savings realised following the implementation of LED lighting. This was initially installed using funding available through the CEEF programme, which has now been repaid in full through savings realised in utility costs.</p>	-	0.063
CER06	Fleet and Environmental	Efficiency and Outturn	<p>Route Optimisation</p> <p>Following consideration of current routes for Passenger Services and the current establishment, a saving of £0.050m can be realised in 2020/2021 through improved alignment to service requirements and more efficient planning and co-ordination of routes. The saving will be achieved through a reduction in overtime and fuel costs.</p>	-	0.050
CER07	Fleet and Environmental	Efficiency and Outturn	<p>Pool Car Staffing Structure</p> <p>There are 103 pool cars available for use by all Council employees and there is currently one post dedicated to valeting these cars, presenting them for servicing and repair and distributing parking permits. It is proposed that this dedicated post is removed and the work is managed within the overall Community and Enterprise Resources' establishment.</p> <p>The post is a Grade 1 Level 4 – 37 hours per week.</p>	1.0	0.026

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CER08	Planning and Economic Development	Efficiency and Outturn	<p>Planning and Economic Development Staffing Structure</p> <p>Through the implementation of phased retirement for two employees, and one employee within the structure moving to term time working, a saving of £0.045m can be achieved in 2020/2021.</p> <p>This saving proposes a reduction of 1FTE post as follows:</p> <table><tr><th>Grade</th><th>FTE</th><th>Saving £m</th><th>FTE Vacancies</th></tr><tr><td>Grade 3</td><td>0.7</td><td>0.034</td><td>0.7</td></tr><tr><td>Grade 2</td><td>0.3</td><td>0.011</td><td>0.3</td></tr><tr><td>Total Strategy</td><td>1.0</td><td>0.045</td><td>1.0</td></tr></table>	Grade	FTE	Saving £m	FTE Vacancies	Grade 3	0.7	0.034	0.7	Grade 2	0.3	0.011	0.3	Total Strategy	1.0	0.045	1.0	1.0	0.045
Grade	FTE	Saving £m	FTE Vacancies																		
Grade 3	0.7	0.034	0.7																		
Grade 2	0.3	0.011	0.3																		
Total Strategy	1.0	0.045	1.0																		

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CER09	Facilities, Waste and Grounds	Efficiency and Outturn	<p>Maintenance of Non-Council Land</p> <p>Following consideration of the maintenance of land across South Lanarkshire which is not owned by the Council, a saving of £0.030m is realised in 2020/2021. To date, 8 out of a potential 101 sites being maintained by Grounds Services have been confirmed as being owned by third parties. External owners will be responsible for future maintenance of their land, however they will be given the option for Grounds Services to continue to provide this service for a fee. The saving represents not undertaking works. If the Council are asked to continue to undertake the works, then income received will cover the costs incurred.</p> <p>Investigations are ongoing with regard to the ownership of the remaining 93 sites, with the same principle being applied to any further sites identified as being owned by third parties. This will enable additional savings to be generated in future years.</p> <p>The saving will result in a reduction of 1 FTE from the overall current establishment for Seasonal employees (2 seasonal posts). As different individuals are appointed into Seasonal posts each year, this will not impact specific employees, but instead the overall level of Seasonal employees recruited in 2020/2021 will reduce.</p>	1.0 (2 seasonal)	0.030

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CER10	Facilities, Waste and Grounds	Efficiency and Outturn	<p>Rationalisation of Grass Cutting Machinery</p> <p>The service has reviewed its current grass cutting machinery fleet and has identified an opportunity to replace existing machinery that cuts and collects grass with standard grass cutting functionality. This would result in a reduction in annual machinery costs of £0.042m.</p> <p>The introduction of the replacement machinery would also improve productivity as the emptying of the grass hoppers is time consuming and the subsequent disposal of the cuttings incurs further costs. It is estimated that a further saving of £0.098m is achievable due to an increase in productivity as a result of not having to transfer cuttings to waste sites.</p> <p>The service would retain 4 of the 20 cut and collect ride-ons for cemetery maintenance. Therefore, grass cuttings will continue to be collected at these locations. The remaining 16 cut and collect ride-ons will be replaced by 12 cutting only machines. These machines will no longer collect the grass cuttings.</p> <p>The current grass cutting schedule for all sites affected by this proposal will continue to be fulfilled. There will be no change to the area or frequency of grass cutting undertaken by the service.</p> <p>The saving will result in a reduction of 2 FTE from the overall current establishment for Seasonal employees (4 seasonal posts). As different individuals are appointed into Seasonal posts each year, this will not impact specific employees, but instead the level of Seasonal employees recruited in 2020/2021 will reduce.</p>	2.0 (4 seasonal)	0.140

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CER11	Facilities, Waste and Grounds	Efficiency and Outturn	<p>Grounds Services Ad-Hoc Works Budget</p> <p>This proposal would see a reduction to the current Grounds Services budget allocation for ad-hoc works. Works will be prioritised through the completion of risk and impact assessments. Those works considered to be of lesser priority will be reprogrammed for future years. This will result in a saving of £0.180m.</p> <p>The works cover various tasks which are identified throughout the year, including:</p> <ul style="list-style-type: none"> • Tree felling • Ground clearances • Infrastructure repairs • Environmental Improvement works • Play Area repairs/improvements <p>Implementation of this proposal will result in a reduction of 6 FTE from the current establishment of 290 FTE. There is no impact on existing employees as the saving will be realised through the removal of vacancies.</p>	6.0	0.180
CER12	Facilities, Waste and Grounds	Efficiency and Outturn	<p>Support Services</p> <p>From the consideration of back office services and processes, a saving of £0.140m can be achieved within Community and Enterprise Resources' support staff.</p> <p>Savings are being realised across the Resource through the creation of a single reporting responsibility for Business Support, which has enabled the sharing of good practice and the delivery of economies of scale. Through the use of IT systems including the Objective Electronic Data Records and Management System (EDRMS), and through enabling forms to be completed online through the Council's website, including requests for special uplifts and the reporting of potholes, efficiencies are being realised through enabling self-service, reducing paper and removing the duplication of tasks.</p> <p>The saving will result in the removal of 4 FTE Grade 1 and Grade 2 vacant posts from the current establishment of 80 FTE.</p>	4.0	0.140

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CER13	Facilities, Waste and Grounds	Efficiency and Outturn	<p>Grounds Services - Annualised Hours/Transport and Plant Reductions</p> <p>Through the introduction of annualised hours, which will see all permanent employees and seasonal operatives work additional hours during the summer months and a corresponding reduction of hours worked over the winter period, a saving of £0.100m can be realised within Transport and Plant costs.</p> <p>The current working practice is 37 hours per week over a 52 week period. The proposal is to move to 42 hours per week between April and October (32 weeks), with the balance of hours worked over the remaining 20 weeks.</p> <p>Seasonal workers will continue to work the same number of hours within a year. However, the proposal will reduce the fleet and plant requirements during the summer months by 10%, resulting in lease and maintenance savings of £0.100m within Grounds Services.</p>	-	0.100

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CER14	Facilities, Waste and Grounds	Efficiency and Outturn	<p>Janitorial Provision Janitorial service budgets for 2020/2021 can be realigned to reflect the projected staffing configuration for the coming year.</p> <p>This will result in a saving of £0.100m and a reduction of 4FTE from the current establishment.</p>	4.0	0.100
CER15	Facilities, Waste and Grounds	Efficiency and Outturn	<p>Realignment of Janitorial Budgets The Council currently employs 169 janitors/caretakers in schools. It is proposed to realign the budget to reflect that 24 of these janitors are now on term time contracts (39 weeks as opposed to 52 weeks), as a result of both recruitment and requests from the employees themselves.</p> <p>In addition, it is proposed that all newly appointed janitors will be employed to meet the needs of the school and its pupils for 39 weeks per annum moving forward.</p> <p>As a result, a saving of £0.190m is achievable in 2020/2021.</p> <p>The move towards employing janitors on term time contracts will result in an overall reduction in hours which is equivalent to 6 FTE in 2020/2021. There will be no change to the number of Facilities' staff employed within each school.</p> <p>Sufficient janitorial provision is in place (4 peripatetic janitors), to allow access and egress for repairs, holiday activity clubs, holiday cooking and extra school activities out with term time.</p>	6.0	0.190
CER16	Facilities, Waste and Grounds	Efficiency and Outturn	<p>Realignment of Non-Employee Cost Budgets A saving of £0.035m can be generated from the realignment of current Property Costs and Supplies and Services budgets within Facilities Services.</p>	-	0.035

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CER17	Facilities, Waste and Grounds	Efficiency and Outturn	<p>Residual Waste Following contract monitoring for the Civic Amenity sites at Blantyre and Rutherglen, the level of contract payment to Viridor was lower than budgeted. As a result, an underspend of £0.488m was realised in 2018/2019 and this was set aside in reserves to manage future cost pressures. It is proposed that this underspend contributes towards the overall 2020/2021 savings requirement.</p> <p>This is a one-off saving and the full budget is required to be re-instated in 2021/2022.</p> <p>In addition, work has been carried out to evaluate the impact in property growth across the Council area for which budget has been provided. A budget realignment is possible for 2020/2021, reflecting the needs of the service and will release budget savings of £0.150m.</p>	-	0.638
CER18	Facilities, Waste and Grounds	Efficiency and Outturn	<p>Council Officer Provision across all Principal Offices Through consideration of the current Council Officer establishment, and from completing an assessment of the tasks required to be carried out by Council Officers within Headquarters and Montrose House, a saving of £0.160m and 4.9 FTE can be realised in 2020/2021. This will be achieved, in part, through the removal of vacant posts (2.6 FTE), with the balance achieved through the turnover of staff and redeployment where required.</p> <p>The proposal has considered the tasks currently performed by Council Officers at each location, and aligned current working patterns to identify efficiencies, whilst ensuring that all tasks will continue to be carried out. This includes ensuring increased staffing levels to manage peak demand times, e.g. planned deliveries, where more than one Council Officer would be required to facilitate this task.</p> <p>There will be no change to the current access arrangements at principal offices. Council Headquarters will continue to remain open 24 hours a day.</p>	4.9	0.160

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CER19	South Lanarkshire Leisure and Culture	Efficiency and Outturn	<p>South Lanarkshire Leisure and Culture Ltd Employee Costs</p> <p>Through consideration of staffing requirements across South Lanarkshire Leisure and Culture Ltd, a saving of £0.247m can be realised through the non-filling of vacant hours within the current establishment.</p> <p>A saving of £0.073m can be realised through the non-filling of 3.8 FTE vacant posts within Halls. Current opening hours at the halls will remain unaffected by this proposal.</p> <p>A further saving of £0.012m (0.4 FTE) is achievable through the non-filling of vacant hours at Hamilton Town House.</p> <p>Following consideration of the current management staffing structure within Library Services, a saving of £0.075m and 2.4 FTE can be realised in 2020/2021. This proposal will have no impact on the operational hours of libraries or back office functions.</p> <p>Across the Support function, a saving of £0.079m (2.6 FTE) will be realised through the non-filling of vacant hours.</p> <p>Finally, a realignment of the current budget for employee costs will generate a saving of £0.008m.</p> <p>The above reductions will result in a saving of £0.247m and the removal of 9.2 FTE from the current establishment.</p>	9.2	0.247
CER20	South Lanarkshire Leisure and Culture	Efficiency and Outturn	<p>Greenhills Sports Centre</p> <p>Following the vacation of Greenhills Sports Centre by the Gymnastics Club, who were the sole user of the facility, the Centre is no longer operational. As a result, a saving of £0.010m can be realised due to a reduction in utility and water charges.</p> <p>The property has now been handed back to South Lanarkshire Council.</p>	-	0.010

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CER21	South Lanarkshire Leisure and Culture	Efficiency and Outturn	Realignment of South Lanarkshire Leisure and Culture Budgets This saving proposes that a number of budget lines within South Lanarkshire Leisure and Culture be realigned in 2020/2021 to reflect the current expenditure being incurred. This will better reflect the requirements of SLLC and generate a saving of £0.054m in 2020/2021.	-	0.054																												
CER22	South Lanarkshire Leisure and Culture	Efficiency and Outturn	Community Managed Halls Through reducing the current level of staffing support offered within 5 of the 9 community managed halls, a saving of £0.029m can be realised. This proposal will introduce consistency in the support provided across similar types of halls, and will be in line with the current staffing provision in Community Halls directly managed by South Lanarkshire Leisure and Culture Ltd. There are currently 311.55 staffing hours (9 FTE) employed across the following halls: <table border="1"><thead><tr><th>Location</th><th>Current Staffing Hours</th><th>Revised Hours</th><th>Proposed Reduction</th></tr></thead><tbody><tr><td>Tenants Association of Coatshill and Thornhill (TACT) Community Hall</td><td>77.30</td><td>59.80</td><td>17.50</td></tr><tr><td>Uddingston Community Centre</td><td>69.25</td><td>60.00</td><td>9.25</td></tr><tr><td>Douglas St Brides</td><td>68.50</td><td>54.50</td><td>14.00</td></tr><tr><td>Larkhall Community Centre</td><td>57.00</td><td>54.50</td><td>2.50</td></tr><tr><td>Netherburn Community Hall</td><td>39.50</td><td>34.50</td><td>5.00</td></tr><tr><td>Total</td><td>311.55</td><td>263.3</td><td>48.25</td></tr></tbody></table> The proposal would see a reduction of 48.25 hours, from 311.55 hours to 263.3 hours. Of this, 28.25 hours are currently vacant, with the proposed reductions at Douglas St Brides, Uddingston and Netherburn are already being realised due to vacancies. This will have no impact on the opening hours of the above halls. The remaining 4 community managed halls, North Halfway (30 hours), Carstairs (17 hours), Eastfield (50 hours) and Springwell (13 hours), are unaffected by this savings proposal. Support provided to each community managed hall is proportionate in terms of the size of the halls and the number of lets.	Location	Current Staffing Hours	Revised Hours	Proposed Reduction	Tenants Association of Coatshill and Thornhill (TACT) Community Hall	77.30	59.80	17.50	Uddingston Community Centre	69.25	60.00	9.25	Douglas St Brides	68.50	54.50	14.00	Larkhall Community Centre	57.00	54.50	2.50	Netherburn Community Hall	39.50	34.50	5.00	Total	311.55	263.3	48.25	1.4	0.029
Location	Current Staffing Hours	Revised Hours	Proposed Reduction																														
Tenants Association of Coatshill and Thornhill (TACT) Community Hall	77.30	59.80	17.50																														
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CER23	South Lanarkshire Leisure and Culture	Efficiency and Outturn	<p>Rationalisation of Staffing Structure</p> <p>Through assessment of usage levels across facilities within Sport and Physical Activity Services, a saving of £0.084m can be realised through staffing efficiencies.</p> <p>The reduction of 3.3 FTE across four sites at Hareleeshill, Jock Stein, Lesmahagow and Biggar will realise staffing efficiencies of £0.084m in 2020/2021.</p>	3.3	0.084
Total Community and Enterprise Resources' Efficiency and Outturn Savings 2020/2021				43.8	2.810

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Community and Enterprise Resources' Charging Savings

CER24	Roads and Transportation	Charging	<p>Parking Permit Charge</p> <p>Through the introduction of a charge to cover the cost of administering resident parking schemes, a saving of £0.025m can be realised in 2020/2021.</p> <p>It is proposed that a charge of £10 per permit is introduced, which will be valid for two years. The charge reflects full cost recovery. At present, there are around 5,000 permits in issue.</p> <p>Charging for permits is supported by the Road Safety Forum.</p> <p>Current charging rates for other Councils are as follows:</p> <table><tr><td>North Lanarkshire Council</td><td>£60</td></tr><tr><td>Glasgow City Council</td><td>£285 for city centre locations and £85 for small zones</td></tr><tr><td>Edinburgh Council</td><td>£35 to £95, depending on the area and engine size</td></tr></table>	North Lanarkshire Council	£60	Glasgow City Council	£285 for city centre locations and £85 for small zones	Edinburgh Council	£35 to £95, depending on the area and engine size	-	0.025
North Lanarkshire Council	£60										
Glasgow City Council	£285 for city centre locations and £85 for small zones										
Edinburgh Council	£35 to £95, depending on the area and engine size										
CER25	Roads and Transportation	Charging	<p>Park and Ride Charging</p> <p>Through the wider implementation of parking charges at Park and Ride facilities across South Lanarkshire, a saving of £0.075m can be achieved.</p> <p>A maximum charge of £1 per day will be introduced at Newton and Carluke. Charges are already in place at Hamilton, Hairmyres and Rutherglen.</p> <p>The saving represents the income generation which can be realised on an annual basis. The installation of payment machines will be required to deliver the saving, at a cost of approximately £0.030m. This will be funded separately from the Roads Revenue Budget.</p>	-	0.075						

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CER26	South Lanarkshire Leisure and Culture	Charging	<p>Activage Membership – Increase price from £57.95 to £65 per annum</p> <p>The Activage membership is available to all South Lanarkshire residents aged 60+. The membership allows access to all mainstream leisure activities and a number of bespoke classes.</p> <p>An increase to the annual Activage membership fee from £57.95 to £65 (12%) per annum is proposed, realising a saving of £0.060m in 2020/2021. This is the equivalent of an increase of less than £0.14 per week.</p> <p>Membership levels have increased over the years as follows:</p> <table><tr><td>2014</td><td>6,176</td></tr><tr><td>2015</td><td>6,891</td></tr><tr><td>2016</td><td>7,421</td></tr><tr><td>2017</td><td>8,064</td></tr><tr><td>2018</td><td>8,944</td></tr><tr><td>2019</td><td>9,129</td></tr></table> <p>Even when prices were increased over this period, membership levels have continued to rise year on year.</p> <p>The proposed prices for the Activage membership are still considerably lower than those of neighbouring authorities. At present, the Glasgow Life concession membership is £200 per annum, and the North Lanarkshire Leisure annual membership for residents aged 65+ is £240. The current option to pay in 2 instalments will continue.</p>	2014	6,176	2015	6,891	2016	7,421	2017	8,064	2018	8,944	2019	9,129	-	0.060
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CER27	South Lanarkshire Leisure and Culture	Charging	<p>Price Increases Through implementation of a 2.8% price increase across the majority of charges within South Lanarkshire Leisure and Culture Ltd, a saving of £0.398m can be realised in 2020/2021.</p> <p>This proposal excludes most fitness memberships, due to pressures currently being experienced in this area.</p>	-	0.398
CER28	South Lanarkshire Leisure and Culture	Charging	<p>Calderglen Zoo An increase to the current prices charged for entry to Calderglen Zoo is proposed, which will generate savings of £0.020m in 2020/2021.</p> <p>The current entry price is £1.70 for adults and £0.60 per child. The proposal would increase the costs to £1.80 for adults and £0.90 for children.</p>	-	0.020
Total Community and Enterprise Resources' Charging Savings 2020/2021				-	0.578

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Community and Enterprise Resources' Service Impact Savings

CER29	Roads and Transportation	Service Impact	<p>Flood Risk Management</p> <p>Over the last few years, the Council has been able to address the majority of high risk flood sites across South Lanarkshire. This has been achieved through undertaking works to reduce flood risk by improving the Council's network of watercourse telemetry equipment, upgrading existing culvert trash screens, regular watercourse clearance works and delivery of flood protection works at the most vulnerable sites.</p> <p>Following an assessment of the need moving forward, the level of annual budget required to deal with flood risk can reduce from £0.291m to £0.096m, resulting in a saving of £0.195m. Continued assessment of potential areas of flooding will be undertaken on a regular basis, and the Council will respond to all flooding emergencies or any new potential high risk areas through utilisation of the remaining budget. Risks will continue to be managed through organising activity on a prioritised basis. Those works considered to be of lesser priority will be reprogrammed for future years.</p>	-	0.195
CER30	Fleet and Environmental	Service Impact	<p>Trading Standards Inspections</p> <p>Through using market surveillance and information on current trade practices, a reduction in scheduled visits can be implemented. Planned enforcement visits will continue to be carried out where required, and will focus on areas of greatest consumer detriment.</p> <p>In addition, consumers will be directed to self-help facilities where appropriate. Consumers will be directed to action they can take themselves to resolve customer advice requests and be directed to third party agents such as trade bodies and Citizens Advice Scotland.</p> <p>Joint working is currently in place with other agencies including Police Scotland and other Local Authorities.</p> <p>As a result, 1 FTE Grade 3 Level 8 post and 1FTE Grade 3 Level 2 post would be removed from the current establishment of 19.33 FTE. The Grade 3 Level 2 post is currently vacant.</p>	2.0	0.100

Appendix 1 – Savings Proposed

Resource Reference	Service	Savings Type (Approved, Efficiency and Outturn, Charging, Service Impact)	Name, and Brief description of Saving	Employee FTE	Saving £m
CER31	Facilities, Waste and Grounds	Service Impact	<p>Grass Bankings</p> <p>The service has identified 767 locations across the Council that are challenging and resource intensive for operatives to maintain when working with machinery on a slope. It is proposed that the service allows these areas to revert back to natural habitat and that these are identified as opportunities to enhance the Council's biodiversity provision.</p> <p>The Service would continue to cut the perimeter of the open space where these areas meet any roads or pathways.</p> <p>The saving will result in a reduction of 2.5 FTE from the overall current establishment for Seasonal employees. As different individuals are appointed into Seasonal posts each year, this will not impact specific employees, but instead the level of Seasonal employees recruited in 2020/2021 will reduce.</p>	2.5 (5 seasonal)	0.080
CER32	Facilities, Waste and Grounds	Service Impact	<p>Hedge Maintenance</p> <p>The Council are currently responsible for the maintenance of 125 kilometres of hedge. Depending on the type/species of hedge, these are cut either once or twice each year. Through consideration of hedge maintenance practices, a saving of £0.090m can be achieved in 2020/2021. The saving will see the introduction of a consistent approach to hedge cutting, with a single cut being carried out on all hedges. Sites adjacent to footpaths and access routes will continue to be assessed on an individual needs basis.</p> <p>The overall saving of £0.090m will result in a reduction of 4 FTE from the overall current establishment for Seasonal employees (8 seasonal posts). As different individuals are appointed into Seasonal posts each year, this will not impact specific employees, but instead the level of Seasonal employees recruited in 2020/2021 will reduce.</p>	4.0 (8 seasonal)	0.090

Appendix 1 – Savings Proposed

Resource Reference	Service	Savings Type (Approved, Efficiency and Outturn, Charging, Service Impact)	Name, and Brief description of Saving	Employee FTE	Saving £m
CER33	South Lanarkshire Leisure and Culture	Service Impact	<p>Leisure Centres – Opening Hours</p> <p>Analysis of usage levels at leisure centres shows low attendance / usage at certain times of the week. Based on this information, consideration of the current opening hours at the leisure facilities detailed below allows a saving of £0.135m to be realised through staffing efficiencies.</p> <p>The proposal is to reduce the opening hours at the Willie Waddell (Forth) Leisure Centre, Biggar Dual Use Facility, Strathaven Leisure Centre, Stewartfield Leisure Centre, Coalburn Leisure Centre, Eastfield Lifestyles and Blackwood Sports Centre.</p> <p>In addition, Uddingston Leisure Centre will be closed on Sundays.</p> <p>This will result in a reduction of 5.3 FTE realising staffing efficiencies of £0.135m in 2020/2021.</p> <p>Further information on current opening hours and proposed revised hours, along with information on the average usage levels, is available separately.</p>	5.3	0.135
CER34	South Lanarkshire Leisure and Culture	Service Impact	<p>Duncanrig and Uddingston Dual Use Facilities – Open in Term Time Only</p> <p>A saving of £0.025m can be realised in 2020/2021 through the implementation of revised opening hours at Duncanrig and Uddingston Dual Use facilities, on the basis that there are alternative sites where current bookings could be accommodated. This proposal would see the facilities being available during term time only.</p> <p>The facilities would still be available for use by schoolchildren during the day during term time.</p> <p>This would result in a reduction of 0.7 FTE.</p> <p>Further information on average usage levels during term time and non-term time periods is available separately.</p>	0.7	0.025

Appendix 1 – Savings Proposed

Resource Reference	Service	Savings Type (Approved, Efficiency and Outturn, Charging, Service Impact)	Name, and Brief description of Saving	Employee FTE	Saving £m
CER35	South Lanarkshire Leisure and Culture	Service Impact	<p>Festive Opening Hours</p> <p>As a result of closing leisure facilities over the festive period, other than the “area hub” facilities, a saving of £0.028m will be realised through a reduction in Property Costs.</p> <p>The following venues will remain open during the festive period:</p> <p>Clydesdale: Carluke Leisure centre and Lanark Lifestyles Hamilton: Larkhall Leisure Centre, Hamilton Water Palace and Blantyre Leisure Centre East Kilbride: Dollan Aqua Centre, John Wright Sports Centre, Strathaven Leisure Centre Cambuslang and Rutherglen: Eastfield Lifestyles</p> <p>Employees within all other leisure facilities, some of which are already closed during the festive period, will have the choice of being re-deployed to one of the open facilities listed above, or will be required to retain 6 days annual leave from their overall entitlement.</p>	-	0.028
Total Community and Enterprise Resources’ Service Impact Savings 2020/2021				14.5	0.653
Total Community and Enterprise Resources’ Savings Proposals 2020/2021				57.3	4.091

Appendix 1 – Savings Proposed

Resource Reference	Service	Savings Type (Approved, Efficiency and Outturn, Charging, Service Impact)	Name, and Brief description of Saving	Employee FTE	Saving £m
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Community and Enterprise Resources' Savings Summary Across Categories				FTE	£m
Approved				(1.0)	0.050
Efficiency and Outturn				43.8	2.810
Charging				0.0	0.578
Service Impact				14.5	0.653
Community and Enterprise Resources' Savings Proposals 2020/2021				57.3	4.091

Appendix 1 – Savings Proposed

Resource Reference	Service	Savings Type (Approved, Efficiency and Outturn, Charging, Service Impact)	Name, and Brief description of Saving	Employee FTE	Saving £m
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Education Resources' Savings Proposals 2020/2021

Education Resources' Efficiency and Outturn Savings

EDR01	All	Efficiency and Outturn	Realignment of Property Costs, Supplies and Services and Administration Costs Through targeting areas of non-essential spend across the Resource, and removing budgets no longer required, a saving of £0.060m can be made across a number of budget lines in 2020/2021 as follows: Administration Costs £0.020m Supplies and Services £0.012m Property Costs <u>£0.028m</u> Total £0.060m	-	0.060
EDR02	Early Years	Efficiency and Outturn	Continued Professional Development (CPD) Cover The provision of CPD training and support is now delivered through twilight training and in-house training via Quality Improvement Officers in the Early Learning and Childcare Service. As a result of the re-provision of this service, a saving of £0.065m can be realised in 2020/2021.	-	0.065
EDR03	Schools	Efficiency and Outturn	Classroom Materials Budgets in Schools This saving will see a reduction in the per capita allocation for classroom materials to pupils from 3-18 years across all sectors. This will be a continuation of a managed programme which is apportioned based on school roll. Savings can be realised in Early Years establishments and schools through the development and implementation of new procurement and delivery processes, including streamlining and standardising of suppliers, which will generate savings through economies of scale and the identification of further efficiencies across the Resource.	-	0.180

Appendix 1 – Savings Proposed

Resource Reference	Service	Savings Type (Approved, Efficiency and Outturn, Charging, Service Impact)	Name, and Brief description of Saving	Employee FTE	Saving £m
EDR04	Early Years	Efficiency and Outturn	<p>Teachers in Early Learning and Childcare</p> <p>South Lanarkshire Council nurseries currently offer a range of operating models, ranging from nurseries which provide 20 morning and 20 afternoon places (20/20 nurseries), to nurseries which have capacity for 60 children in the morning and 60 children in the afternoon (60/60 nurseries).</p> <p>Through consideration of the requirement for access to an Early Years Teacher in all nurseries, regardless of capacity, a saving of £0.130m can be realised in 2020/2021. This will be achieved through the replacement of 1 day (0.2 FTE) of an Early Years Teacher in nurseries who operate with a 40/40 capacity or more, with an Early Years Worker. Early Years Teachers will now be available four days per week. This will ensure consistency of teaching provision across all nurseries, as this has already been successfully implemented in the smaller nurseries (30/30 establishments and below).</p>	-	0.130
EDR05	Schools	Efficiency and Outturn	<p>Secondary School Staffing</p> <p>It is proposed that, through a move towards greater local decision making in schools on structure and management roles, a reduction in the overall costs of the teaching establishment can be managed.</p> <p>Consultation on Education Governance pointed towards Head Teachers having greater flexibility around how their schools are run. Through working with Head Teachers the principles of the policy intent can start to be delivered and efficiencies achieved. Greater flexibility will allow Head Teachers to identify the most effective deployment of staff and, in doing so, it is anticipated they will be able to achieve some small scale efficiencies within their staffing models.</p> <p>Through implementation of the above, a saving of £0.310m will be realised in 2020/2021.</p> <p>Specific and dedicated teaching and support staff have been added to the establishment in 2019/2020 in relation to mainstream and additional support needs. This investment will continue to ensure that these target areas continue to be supported.</p> <p>The saving will result in a reduction of 9 FTE teaching staff.</p> <p>The saving will be part year effect from August 2020. The annual saving equates to £0.465m. A further saving of £0.155m is therefore achievable in 2021/2022.</p>	9.0	0.310

Appendix 1 – Savings Proposed

Resource Reference	Service	Savings Type (Approved, Efficiency and Outturn, Charging, Service Impact)	Name, and Brief description of Saving	Employee FTE	Saving £m
EDR06	Learning Community	Efficiency and Outturn	<p>Learning Community Staffing</p> <p>Through the ongoing consideration of the staffing model and delivery model of specialist support in schools, given the enhanced capacity building in our schools, savings can be realised. This links to the rollout of the 'Framework for additional support needs of children and young people' and identifying, understanding and addressing weak literacy skills and dyslexia within South Lanarkshire.</p> <p>The current establishment within the Learning Community is 57 FTE, which is made up of various grades, including Chartered Teachers, Principal Teachers, Depute Head Teachers/Senior Management and Class Teachers. The reduction of 2 FTE will be achieved through current vacancies within Class Teachers.</p> <p>As these posts are currently vacant, there will be no impact on the Council's pupil teacher ratio.</p> <p>The saving will be part year effect from August 2020. The annual saving equates to £0.105m. A further saving of £0.035m is therefore achievable in 2021/2022.</p>	2.0	0.070

Appendix 1 – Savings Proposed

Resource Reference	Service	Savings Type (Approved, Efficiency and Outturn, Charging, Service Impact)	Name, and Brief description of Saving	Employee FTE	Saving £m
EDR07	ASN Schools	Efficiency and Outturn	<p>Hamilton School for the Deaf Staffing Through consideration of the current staffing structure at Hamilton School for the Deaf, a saving of £0.070m can be achieved in 2020/2021.</p> <p>The school has a maingrade teacher staffing allocation of 3.6 FTE. The peripatetic team of teachers of the deaf, which works under the current Headteacher at Hamilton School for the Deaf and provides support for pupils in mainstream settings, has an additional staffing allocation of 4.3 FTE.</p> <p>The proposal would introduce a shared headship with Glenlee Primary School, along with an assigned Depute Headteacher who will have responsibility for both the peripatetic service and the running of Hamilton School for the Deaf.</p> <p>This will have no detrimental impact on either service. Closer links with Glenlee Primary School for inclusion activities, and a renewed focus on developing a total communication sensory service which supports children with hearing impairment in the placement that best suits their needs, will allow for improvements in service delivery across the sector.</p>	1.0	0.070
EDR08	Inclusion	Efficiency and Outturn	<p>Aids and Adaptations for Clients Support This saving proposes that the current budget for aids and adaptations for clients be realigned in 2020/2021 to reflect the current level of expenditure being incurred. As this is a demand led service, this reduction in budget will have no impact on the provision of support and requirements for young people.</p> <p>The current budget allocation for 2019/2020 is £0.084m, which will reduce to £0.064m in 2020/2021.</p>	-	0.020

Appendix 1 – Savings Proposed

Resource Reference	Service	Savings Type (Approved, Efficiency and Outturn, Charging, Service Impact)	Name, and Brief description of Saving	Employee FTE	Saving £m
EDR09	Schools	Efficiency and Outturn	Area Cover Scheme Through a reduction in the area cover scheme allocation to secondary schools, which will be achieved through roll realignment and efficiencies within timetabling, a saving of £0.115m can be realised in 2020/2021. There are currently 57.2 FTE Secondary Class Teacher grade employees within the Area Cover Scheme team. This proposal would see a reduction of 3.5 FTE. The saving will be part year effect from August 2020. The annual saving equates to £0.173m. A further saving of £0.058m is therefore achievable in 2021/2022.	3.5	0.115
EDR10	Support Services	Efficiency and Outturn	Support Services Through consideration of the clerical, administrative and management support functions provided within Education Resources, a saving of £0.060m can be realised in 2020/2021. This will be achieved by considering the current functions undertaken and the methods used to support service delivery in order to identify efficiencies. There are approximately 35 FTE posts involved in such functions which are not directly based in schools but which provide support to the school sector. This saving proposes a reduction of up to 3FTE posts and will generate a saving of £0.060m per annum.	3.0	0.060
EDR11	Support Services	Efficiency and Outturn	Support Services Budget Realignments Through consideration of previous year expenditure levels, and forecast demand levels for 2020/2021, a saving of £0.025m can be achieved in the following areas: Adaptations £0.020m Pest control £0.005m In addition, additional income of £0.005m is anticipated from the provision of privilege transport.	-	0.030

Appendix 1 – Savings Proposed

Resource Reference	Service	Savings Type (Approved, Efficiency and Outturn, Charging, Service Impact)	Name, and Brief description of Saving	Employee FTE	Saving £m
EDR12	CQIS	Efficiency and Outturn	<p>Curriculum and Quality Improvement Service Budget Realignment</p> <p>Following the implementation of a new staffing structure within Curriculum and Quality Improvement Services (CQIS), consideration has been given to the operational requirements of the service. As a result, savings totalling £0.060m have been identified in the following areas:</p> <ul style="list-style-type: none"> • Following a revision to funding the Duke of Edinburgh Programme, a saving of £0.010m can be realised. Schools will continue to fund pupils through local arrangements in place for young people participating in the programme • Reduction in requirement for cover to support Continued Professional Development (CPD) due to twilight training and re-provision of CPD support to schools (£0.015m) • Creation of £0.020m income budget to reflect receipt of training income already provided to schools • Through a new recharge approach for call and text charges for the Seemis Group, in which the charges are now being met from devolved school budgets, a saving of £0.015m can be realised 	-	0.060
EDR13	Early Years	Efficiency and Outturn	<p>Employment of Early Learning and Childcare Graduates</p> <p>Through a continued programme of graduate recruitment to support graduates from a non-teaching background, savings of £0.095m can be realised in 2020/2021.</p> <p>The savings will be achieved from the salary differential between teacher posts and the Early Years Team Leader equivalent for 6 FTE.</p>	-	0.095
Total Education Resources' Efficiency and Outturn Savings 2020/2021				18.5	1.265

Appendix 1 – Savings Proposed

Resource Reference	Service	Savings Type (Approved, Efficiency and Outturn, Charging, Service Impact)	Name, and Brief description of Saving	Employee FTE	Saving £m
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Education Resources' Service Impact Savings

EDR14	Schools	Service Impact	<p>Targeted Class Sizes Support – Primary 1</p> <p>Based on expected configurations, all Primary 1 class sizes will move to 25 pupils, taking this to the appropriate statutory level. The saving will be achieved by removing the class size reduction from primary 1, and instead provide targeted class size reduction support to primary 1 children where required. Consequently, 13 schools will see the class size reduction teacher removed.</p> <p>The 13 schools identified are based on current configurations. 7 schools would reduce down a class and 6 schools would remove the second teacher, with a total of 13 class size reduction teachers removed.</p> <p>The Council will continue to maintain the required Pupil Teacher Ratio through ensuring that the reduction in posts are offset with necessary cover staff.</p> <p>All children will continue to have access to, and benefit from, a teacher in the Early Years setting, in advance of starting primary 1.</p> <p>The saving will be part year effect from August 2020. The annual saving equates to £0.680m. A further saving of £0.240m is therefore achievable in 2021/2022.</p>	13.0	0.440
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Appendix 1 – Savings Proposed

Resource Reference	Service	Savings Type (Approved, Efficiency and Outturn, Charging, Service Impact)	Name, and Brief description of Saving	Employee FTE	Saving £m
EDR15	Schools	Service Impact	<p>Additional Behaviour Support in Secondary Schools</p> <p>The saving will be achieved by removing the provision of dedicated Behavioural Support staff in schools, and the introduction of a 'whole school' approach to behaviour which will be adopted and implemented by all teaching staff within secondary schools. The whole school approach relates to the implementation of new guidance in relation to the Inclusion Framework.</p> <p>This is the continuation of a programme to remove targeted behaviour support as part of the move to a whole school approach on behaviour.</p> <p>Staff resources will be either redeployed within schools, or the additionality used for this support will cease. This targeted support is only present in 6 schools and will ensure consistency of approach in all secondary schools in relation to behaviour management.</p> <p>Additional staffing has been targeted at young people with Additional Support Needs.</p> <p>The saving will be part year effect from August 2020. The annual saving equates to £0.150m. A further saving of £0.050m is therefore achievable in 2021/2022.</p>	3.0	0.100
Total Education Resources' Service Impact Savings 2020/2021				16.0	0.540
Total Education Resources' Savings Proposals 2020/2021				34.5	1.805

Appendix 1 – Savings Proposed

Resource Reference	Service	Savings Type (Approved, Efficiency and Outturn, Charging, Service Impact)	Name, and Brief description of Saving	Employee FTE	Saving £m
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Education Resources' Savings Summary Across Categories				FTE	£m
Approved				-	0.000
Efficiency and Outturn				18.5	1.265
Charging				-	0.000
Service Impact				16.0	0.540
Education Resources' Savings Proposals 2020/2021				34.5	1.805

Appendix 1 – Savings Proposed

Resource Reference	Service	Savings Type (Approved, Efficiency and Outturn, Charging, Service Impact)	Name, and Brief description of Saving	Employee FTE	Saving £m
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Finance and Corporate Resources' Savings Proposals 2020/2021

Finance and Corporate Resources' Efficiency and Outturn Savings

FCR01	Finance (Strategy)	Efficiency and Outturn	<p>Finance (Strategy) Services Staffing Structure</p> <p>Efficiencies are achievable through the removal of areas of duplication and streamlining workloads within Finance Strategy. This includes more effective financial reporting arrangements and the standardisation of service provision across Resources.</p> <p>Providing standard financial support, with additional focus being placed on service areas that are at most risk financially, including those where demand on services can be volatile, will deliver efficiencies.</p> <p>Alternative methods of working have also been implemented to allow a more efficient way of working. This includes the introduction of system / IT based solutions to allow services managers, as well as finance staff, to access information easier, with less manual intervention.</p> <p>There are 54.4 FTE posts within Finance (Strategy) Services. This saving proposes a reduction of 4.0 FTE posts to 50.4 FTE and will generate a saving of £0.180m per annum, from a staffing budget of £2.473m.</p> <p>There are currently no vacancies within the Service. The saving will be achieved through the natural turnover of staff and redeployment where required.</p>	4.0	0.180
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Appendix 1 – Savings Proposed

Resource Reference	Service	Savings Type (Approved, Efficiency and Outturn, Charging, Service Impact)	Name, and Brief description of Saving	Employee FTE	Saving £m
FCR02	Finance (Transactions)	Efficiency and Outturn	<p>Finance (Transactions) Services Staffing Structure</p> <p>Within Finance Transactions, streamlining current processes, including improvements in automation and integration with back office systems, allow efficiencies to be achievable from 2020/2021.</p> <p>The digitalisation of customer facing services and an increased level of self-service, to both internal and external customers, allow the dependency on front line resources to be reduced.</p> <p>In addition, continued changes to the management structure across services allow further efficiencies to be realised.</p> <p>The revised method of operation will continue to be effective in terms of performance at a reduced cost to the Council.</p> <p>There are 375.5 FTE posts within Finance (Transactions) Services. This saving proposes a reduction of 18.8 FTE posts to 356.7 FTE and will generate a saving of £0.570m per annum, from a staffing budget of £10.916m.</p> <p>There are currently 16.0 FTE vacancies within the Service. The remaining 2.8 FTE posts will be achieved through the natural turnover of staff and redeployment where required.</p>	18.8	0.570
FCR03	Finance (Transactions)	Efficiency and Outturn	<p>Reduction in Housing Benefit Overpayments</p> <p>The Council has a net budget of £0.9m in 2019/2020 in relation to the cost of overpayments as part of the administration of Housing Benefit payments. Significant underspends have been achieved in recent financial years in relation to this budget.</p> <p>As part of the ongoing migration to Universal Credit, the Housing Benefit caseload is anticipated to continue to reduce with the level of overpayments incurred at a lower level than the current budget available. This saving proposes that the budget be realigned in 2020/2021 to reflect the current expenditure anticipated in 2019/2020, yielding an annual saving of £0.250m.</p>	-	0.250

Appendix 1 – Savings Proposed

Resource Reference	Service	Savings Type (Approved, Efficiency and Outturn, Charging, Service Impact)	Name, and Brief description of Saving	Employee FTE	Saving £m
FCR04	Audit and Compliance	Efficiency and Outturn	<p>Audit and Compliance Services Staffing Structure</p> <p>This saving will be achieved through the release of one assistant post in 2020/2021. The remaining resources are considered to be sufficient to deliver an effective programme of audit work and the compliance process as part of ESF funding claims.</p> <p>In addition, savings are achievable through the removal of vacant part hours across the Service.</p> <p>There are 12.1 FTE posts within Audit and Compliance Services. This saving proposes a reduction of 1.2 FTE posts to 10.9 FTE and will generate a saving of £0.040m per annum, from a staffing budget of £0.552m.</p> <p>There are currently 0.2 FTE vacancies within the Service. The remaining 1.0 FTE post will be achieved through the natural turnover of staff and redeployment where required.</p>	1.2	0.040
FCR05	IT	Efficiency and Outturn	<p>IT Services Staffing Structure</p> <p>Through the consideration and realignment of duties, and the continued focus on priority projects, a saving of £0.203m and 4.5 FTE can be achieved in 2020/2021.</p> <p>Within IT Services, streamlining current processes and consolidating a range of tasks, allow further efficiencies to be achieved without major impact to services or projects.</p> <p>Following the process used in prior years, and working with internal customers, all IT projects will be assessed to determine criticality, alignment to council objectives, statutory requirements and financial benefits. This assessment will be used to prepare a prioritised list.</p> <p>Projects will be undertaken in strict order of priority and IT staff aligned accordingly. Higher priority projects will continue to be progressed immediately at the start of the financial year.</p> <p>There are 107.1 FTE posts within IT Services. This saving proposes a reduction of 4.5 FTE posts to 102.6 FTE, saving £0.203m per annum, from a staffing budget of £5.115m.</p> <p>There are currently no vacancies within the Service. The saving will be achieved through the natural turnover of staff and redeployment where required.</p>	4.5	0.203

Appendix 1 – Savings Proposed

Resource Reference	Service	Savings Type (Approved, Efficiency and Outturn, Charging, Service Impact)	Name, and Brief description of Saving	Employee FTE	Saving £m
FCR06	IT	Efficiency and Outturn	<p>IT Contracts Through a reduction in hardware and software licensing costs, which will be achieved by reduction in the number of applications supported, and consideration of current service provision, a saving of £0.100m can be achieved in 2020/2021.</p> <p>Through replacing existing licensing costs with the use of products provided as part of the Microsoft Enterprise License Agreement, efficiencies are achievable from 2020/2021. Examples include anti-virus protection licences and virtual machine support and subscriptions.</p>	-	0.100
FCR07	Communication and Strategy	Efficiency and Outturn	<p>Communications and Strategy Services Staffing Structure Through the removal of two vacant 0.5 FTE posts from the current structure, a saving of £0.024m is achievable in 2020/2021.</p> <p>This will have no impact on current service delivery.</p> <p>There are 41.3 FTE posts within Communications and Strategy Services. This saving proposes a reduction of 1 FTE vacant posts to 40.3 FTE, saving £0.024m per annum, from a staffing budget of £1.825m.</p>	1.0	0.024
FCR08	Communication and Strategy	Efficiency and Outturn	<p>Bulk Mailing Contracts Efficiency savings of £0.065m are achievable in 2020/2021 against the Council's bulk mailing contracts. This will be achieved through changing current volumes to electronic mail using in-house software.</p>	-	0.065
FCR09	Personnel	Efficiency and Outturn	<p>Employability Programmes The Council budget held within Finance and Corporate Resources for Employability Programmes in 2019/2020 is £1.436m with a target engagement of 1,925 participants.</p> <p>As a result of a reduced level of service required in 2020/2021, from a reduced level of demand for the uptake of the various programmes, a saving of £0.550m (38%) is achievable.</p> <p>The labour market remains strong with the employment and unemployment rates still near record highs and lows respectively. In addition, the national Fair Start Scotland programme has been engaging with the more complex cases.</p>	-	0.550

Appendix 1 – Savings Proposed

Resource Reference	Service	Savings Type (Approved, Efficiency and Outturn, Charging, Service Impact)	Name, and Brief description of Saving	Employee FTE	Saving £m
FCR10	Administration, Legal and Licensing	Efficiency and Outturn	<p>Administration, Legal and Licensing Services Staffing Structure</p> <p>Through changes to internal processes, the current demands on the service and the impact of the implementation of Objective EDRMS, efficiencies are achievable within Administration Services from 2020/2021.</p> <p>In addition, the continued implementation of revised working practices and better use of available technology allows reductions in staffing within Legal and Licensing Services from 2020/2021.</p> <p>There are 90.3 FTE posts within Administration, Legal and Licensing Services. This saving proposes a reduction of 6.0 FTE posts to 84.3 FTE and will generate a saving of £0.256m per annum, from a staffing budget of £4.038m.</p> <p>There are currently 2.0 FTE vacancies within the Service. The remaining 4.0 FTE post will be achieved through the natural turnover of staff and redeployment where required.</p>	6.0	0.256

Appendix 1 – Savings Proposed

Resource Reference	Service	Savings Type (Approved, Efficiency and Outturn, Charging, Service Impact)	Name, and Brief description of Saving	Employee FTE	Saving £m
FCR11	Administration, Legal and Licensing	Efficiency and Outturn	Licensing and Registration Income An annual saving of £0.044m is achievable from 2020/2021 from increased Licensing and Registration income through the following: <ul style="list-style-type: none"> Occasional and Extension Alcohol Licenses (£0.034m) – the current fee structure from the Scottish Government is a charge of £10 per license. Three options are currently being considered by the Scottish Government as an increase to these licenses - £50, £75 and £100. Increasing the charge to £50 per license would result in an additional £0.034m to the Council per annum. Landlord Registration (£0.010m) – the fee structure was increased by the Scottish Government from June 2019 to £65 per Landlord / Agent and £15 per Property. This will result in an additional £0.010m to the Council per annum. 	-	0.044
Total Finance and Corporate Resources' Efficiency and Outturn Savings 2020/2021				35.5	2.282
Total Finance and Corporate Resources' Savings Proposals 2020/2021				35.5	2.282

Appendix 1 – Savings Proposed

Resource Reference	Service	Savings Type (Approved, Efficiency and Outturn, Charging, Service Impact)	Name, and Brief description of Saving	Employee FTE	Saving £m
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Finance and Corporate Resources' Savings Summary Across Categories				FTE	£m
Approved				-	0.000
Efficiency and Outturn				35.5	2.282
Charging				-	0.000
Service Impact				-	0.000
Finance and Corporate Resources' Savings Proposals 2020/2021				35.5	2.282

Appendix 1 – Savings Proposed

Resource Reference	Service	Savings Type (Approved, Efficiency and Outturn, Charging, Service Impact)	Name, and Brief description of Saving	Employee FTE	Saving £m
Housing and Technical Resources' Savings 2020/2021					
Housing and Technical Resources' Approved Savings					
HTR01	Property	Approved	Renegotiation of Lease at Brandongate Following the renegotiation of the lease payments at Brandongate, which was approved by the Housing and Technical Resources Committee on 5 June 2019, a saving of £0.128m can be realised in 2020/2021.	-	0.128
Total Housing and Technical Resources' Approved Savings 2020/2021				-	0.128

Appendix 1 – Savings Proposed

Resource Reference	Service	Savings Type (Approved, Efficiency and Outturn, Charging, Service Impact)	Name, and Brief description of Saving	Employee FTE	Saving £m
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Housing and Technical Resources' Efficiency and Outturn Savings					
HTR02	Property	Efficiency and Outturn	<p>Planned Maintenance Through consideration of current cyclical planned maintenance timescales, a saving of £0.120m will be achieved in 2020/2021.</p> <p>The planned maintenance budget for 2019/2020 is £5.8m. Works undertaken through this programme include:</p> <ul style="list-style-type: none"> • Mandatory works (e.g. fire alarm testing/emergency lighting maintenance/portable fire-fighting equipment) • Planned works (including CCTV maintenance / door access systems) • Best Practice (painting of high use areas/ playing surface maintenance/ gutter cleaning) <p>Savings will be achieved through the identification of further efficiencies in procurement, and through consideration of current timescales for non-mandatory works.</p>	-	0.120
HTR03	Property	Efficiency and Outturn	<p>Property Services Review (Building Services) Through continued consideration of the current management structure within Building Services, a saving of £0.120m can be realised through the rationalisation and realignment of the Building Services Co-ordinator and Building Services Officer structure.</p> <p>Whilst this will result in managers having an increased span of control, there will be no detrimental impact on front line service delivery.</p>	3.0	0.120
Total Housing and Technical Resources' Efficiency and Outturn Savings 2020/2021				3.0	0.240

Appendix 1 – Savings Proposed

Resource Reference	Service	Savings Type (Approved, Efficiency and Outturn, Charging, Service Impact)	Name, and Brief description of Saving	Employee FTE	Saving £m
Housing and Technical Resources' Service Impact Savings					
HTR04	Housing	Service Impact	Community Safety Partnership The Community Safety Partnership supports various community safety initiatives on an annual basis. The allocation of the budget is determined by the anticipated outcomes being delivered by individual groups, which are assessed against the priorities of the Community Safety Partnership. Through working with individual groups to identify efficiencies in the way services are commissioned and delivered, a saving of £0.060m can be realised in 2020/2021.	-	0.060
Total Housing and Technical Resources' Service Impact Savings 2020/2021				-	0.060
Total Housing and Technical Resources' Savings 2020/2021				3.0	0.428

Appendix 1 – Savings Proposed

Resource Reference	Service	Savings Type (Approved, Efficiency and Outturn, Charging, Service Impact)	Name, and Brief description of Saving	Employee FTE	Saving £m
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Housing and Technical Resources' Savings Summary Across Categories				FTE	£m
Approved				-	0.128
Efficiency and Outturn				3.0	0.240
Charging				-	0.000
Service Impact				-	0.060
Housing and Technical Resources' Savings Proposals 2020/2021				3.0	0.428

Appendix 1 – Savings Proposed

Resource Reference	Service	Savings Type (Approved, Efficiency and Outturn, Charging, Service Impact)	Name, and Brief description of Saving	Employee FTE	Saving £m
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Social Work Resources' Savings 2020/2021

Social Work Resources' Service Impact – Integration Joint Board Approval Savings

SWR01	Adults and Older People	Service Impact – Integration Joint Board Approval	<p>Day Services</p> <p>The Council operates 19 day services for both Adults (6) and Older People (13) across South Lanarkshire with the potential to provide 3,230 registered days of care per week. The service budget is £10.060m (£8.400m internal and £1.660m external).</p> <p>These services operate significantly under occupancy - typically 1,942.5 days of care/week (60% average occupancy: across locality are range from 56% - 69%; lowest centre 24.6% occupied). Whilst some centres have reduced capacity reflecting dependency levels of service users, the impact of prioritisation, Self-Directed Support (SDS) choices and personal budget levels may further reduce demand.</p> <p>There are also service users with more complex needs attending day centres or being placed externally in specialised services that could potentially be provided in-house. The occupancy levels and need for external services will be considered, in particular the use of external provision.</p> <p>The physical estate is in good order but overall has under-utilised capacity and there are too many bases operating and some which could be used differently.</p> <p>Recent positive tests of change include shared transport and some shared activity at Stonehouse Lifestyles and including day care as an intermediate care option.</p> <p>There is also a Community Support Service operating within the locality offices which support adults with learning disabilities who have less complex needs to access support. This element of the service is also being considered.</p> <p>A paper was presented to the Social Work Resources Committee on 2 October 2019 which outlined a review on improvements to Day Care Services, and to identify efficiencies. It is anticipated that savings of £0.550m can be realised in 2020/2021, however, full consideration of the service is required before this can be confirmed. Staff affected will be considered as part of the review.</p>	Will be confirmed following the Review	0.550
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Appendix 1 – Savings Proposed

Resource Reference	Service	Savings Type (Approved, Efficiency and Outturn, Charging, Service Impact)	Name, and Brief description of Saving	Employee FTE	Saving £m
SWR02	Adults and Older People	Service Impact – Integration Joint Board Approval	<p>Care and Support</p> <p>This is a legacy supported living service for mostly adults with a learning disability which has dwindling numbers (34) and an ageing cohort of service users. The net budget for the service is £4.286m which is comprised of mostly staffing costs. An external framework of providers in place for all new services users.</p> <p>The service will undertake care reviews for all service users applying Self-Directed Support (SDS) principles to determine the most appropriate means of providing the care in the longer term. It is anticipated that the number of service users will continue to reduce. The service will consider alternative forms of delivery which will sustain the quality of care whilst also releasing resource.</p> <p>The current registration model and staffing structures are being considered to identify ways to reduce both core costs and overtime. This will also provide useful benchmarking data in relation to the cost to the council versus the cost to the framework provider of delivering the service.</p> <p>Given the complex and sensitive nature of the needs of service users, it is anticipated that only a part year saving could be achieved in 2020/2021, with further savings realised in future years.</p> <p>The service users have an aggregated assessed need for 3,187 hours which could be purchased through a framework provider for circa £2.720m. This would achieve savings of over £1m from 2020/2021 compared to the current model.</p> <p>A paper was presented to the Social Work Resources Committee on 2 October 2019 which outlined a review considering the current Care and Support Service, and to identify efficiencies. It is anticipated that savings of £0.550m can be realised in 2020/2021, however, full consideration of the service is required before this can be confirmed.</p> <p>Staff affected will be considered as part of the review. Existing staff within the service will be redeployed into alternative social care roles.</p>	5.0 (min)	0.550

Appendix 1 – Savings Proposed

Resource Reference	Service	Savings Type (Approved, Efficiency and Outturn, Charging, Service Impact)	Name, and Brief description of Saving	Employee FTE	Saving £m
Total Social Work Resources' Service Impact – Integration Joint Board Approval Savings				5.0	1.100
Total Social Work Resources' Savings 2020/2021				5.0	1.100

Appendix 1 – Savings Proposed

Resource Reference	Service	Savings Type (Approved, Efficiency and Outturn, Charging, Service Impact)	Name, and Brief description of Saving	Employee FTE	Saving £m
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Social Work Resources' Savings Summary Across Categories				FTE	£m
Approved				-	0.000
Efficiency and Outturn				-	0.000
Charging				-	0.000
Service Impact				-	0.000
Service Impact – Integration Joint Board Approval				5.0	1.100
Social Work Resources' Savings Proposals 2020/2021				5.0	1.100

Appendix 1 – Savings Proposed

Resource Reference	Service	Savings Type (Approved, Efficiency and Outturn, Charging, Service Impact)	Name, and Brief description of Saving	Employee FTE	Saving £m
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Savings Summary Across Resources	Total	
	FTE	£m
Cross Resource	0.0	0.300
Community and Enterprise Resources	57.3	4.091
Education Resources	34.5	1.805
Finance and Corporate Resources	35.5	2.282
Housing and Technical Resources	3.0	0.428
Social Work Resources	5.0	1.100
Total 2020/2021 Savings Proposed	135.3	10.006

Savings Summary Across Categories	Total	
	FTE	£m
Approved	(1.0)	0.478
Efficiency and Outturn	100.8	6.597
Charging	0.0	0.578
Service Impact	30.5	1.253
Service Impact – Integration Joint Board Approval	5.0	1.100
Total 2020/2021 Savings Proposed	135.3	10.006

Report

8

Report to: **Executive Committee**
 Date of Meeting: **4 December 2019**
 Report by: **Executive Director (Housing and Technical Resources)**

Subject: **Land and Property Transfers and Disposals**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise the Executive Committee of the actions required in respect of land and property transactions

2. Recommendation(s)

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

- (1) that the land and property as detailed in Appendix A be transferred between Resources

3. Background

- 3.1. Details of land and property, which is potentially suitable for redevelopment or disposal, are circulated to all Resources and Community Planning Partners to establish if they are suitable for alternative operational use.
- 3.2. The recommendation for the transfer between Council Resources, of the asset detailed on Appendix A, is made following the consideration of planning, title and other legal constraints and Council priorities.
- 3.3. Such transactions are only included in the report after successful consultation with the Holding Resource(s) and Planning.

4. Transfers

4.1. Open Space, Mill Road, Cambuslang

- 4.1.1. The site comprises the extents and surrounds of the former Cambuslang Miners Welfare Institute which was acquired by the Council in February 2010 and demolished in that year. The Council owns further land to the rear.
- 4.1.2. Education Resources have undertaken a feasibility and established that the site is suitable for nursery provision. It is recommended that this is transferred to the Education Resources account for future operational use. It is a condition of the transfer that sufficient undeveloped land remains to allow the future creation of an access to the rear land if necessary.

5. Employee Implications

5.1. There are no employee implications.

6. Financial Implications

- 6.1. There are no disposals identified in this report as this is a transfer within General Services.

7. Other Implications (Including Environmental and Risk Issues)

- 7.1. There are no other implications.
- 7.2. There are no significant issues in terms of sustainability arising from 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. Consultation was undertaken with all Resources through the Property Bulletin. In addition, Planning, Roads, Legal, and Housing Services were consulted through the Area Property Groups.

Daniel Lowe

Executive Director (Housing and Technical Resources)

4 December 2019

Link(s) to Council Values/Ambitions/Objectives

- ◆ Achieve results through leadership, good governance and organisational effectiveness

Previous References

- ◆ Executive Committee – 25 September 2019
- ◆ Executive Committee – 28 August 2019

List of Background Papers

- ◆ Plans of the land and property referred to in this report

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)

email: frank.mccafferty@southlanarkshire.gov.uk

APPENDIX A

TRANSFERS

Area	Description	Previous Account	New Holding Account	Transfer	Value Band
3,902sqm	Open Space, Mill Road, Cambuslang	Enterprise	Education	Immediate	3

Value Bands

1 – over £1 million

2 – £500,000 to £999,999

3 – £100,000 to £499,999

4 – less than £100,000

LOCATION PLAN - For Committee Purposes Only

Mill Road
Cambuslang



EXECUTIVE COMMITTEE



Ordnance Survey

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Ordnance Survey 100020730.



Contents outlined in Black 3902 sqm or thereby

DATE: 06/11/2019

Report

9

Report to:	Executive Committee
Date of Meeting:	4 December 2019
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Recommendations Referred by Community and Enterprise Resources Committee
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ request approval of the following recommendations referred to this Committee by the Community and Enterprise Resources Committee of 12 November 2019

2. Recommendation(s)

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

- (1) that the recommendation referred by the Community and Enterprise Resources Committee in relation to the Good Food Strategy be approved.

3. Background

3.1. Good Food Strategy

A joint report dated 24 October 2019 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the:-

- ◆ development of a Good Food Strategy for the period 2020 to 2025
- ◆ launch and implementation of the Good Food Strategy
- ◆ temporary post of Policy Officer (Food Development) within Community and Enterprise Resources

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

At its meeting on 3 September 2019, the Committee had approved the development of a Good Food Strategy for the period 2020 to 2025 which would include a vision for a sustainable food system for the Council, its partners and its communities. The Strategy would detail the approach to address food related challenges, needs and demands and provide a commitment to address food poverty and food related health issues and to ensure the sustainability of the food system.

Initial proposals for the vision and objectives of the Good Food Strategy had been developed and, following a consultation exercise with relevant stakeholders, the

vision and objectives had been reviewed to reflect the responses received to the consultation. The reviewed vision and objectives of the Good Food Strategy for the period 2020 to 2025 were provided in the report.

The Head of Facilities, Waste and Grounds Services had requested that, in addition to the vision and objectives contained in the Strategy document, an additional objective 'to work towards the Sustainable Food Places awards as a catalyst for positive changes and recognition of the success of the Good Food Strategy' be included in the proposed Strategy document, attached as an appendix to the report. Following approval, the Good Food Strategy would be launched in 2020 and implemented with effect from 1 April 2020.

Given the complex and varied work identified within the draft Good Food Strategy, it was proposed that the temporary post of 1 Full Time Equivalent (FTE) Policy Officer (Food Development) within Community and Enterprise Resources on Grade 3, Level 2 to 4 (£32,027 to £37,647) be made permanent.

The costs associated with the establishment of the above post on a permanent basis would be met from existing budgets within Community and Enterprise Resources.

The Committee decided:

- (1) that the Good Food Strategy for the period 2020 to 2025, attached as an appendix to the report, be endorsed, subject to the inclusion of an additional objective as outlined above;
- (2) that, following approval by the Executive Committee, the Good Food Strategy for the period 2020 to 2025 be launched in 2020 and implemented with effect from 1 April 2020; and
- (3) that the temporary post of 1 FTE Policy Officer (Food Development) on Grade 3, Level 2 to 4 (£32,027 to £37,647) within Community and Enterprise Resources be made permanent.

The Committee recommended that the Good Food Strategy for the period 2020 to 2025 be approved.
to the Executive Committee:

[Reference: Minutes of the Community and Enterprise Resources Committee of 3 September 2019 (Paragraph 9)]

4. Employee Implications

- 4.1. All employee implications were highlighted as part of the original reports to Resource Committees.

5. Financial Implications

- 5.1. All financial implications were highlighted as part of the original reports to Resource Committees.

6. Other Implications (Including Environmental and Risk Issues)

- 6.1. Any risks or sustainability issues or other implications were highlighted as part of the original reports to the Resource Committees.

7. Equality Impact Assessment and Consultation Arrangements

- 7.1. Equality impact assessment and consultation arrangements were highlighted as part of the original reports to the Resource Committees.
- 7.2. There is no requirement to carry out an Equality Impact Assessment or consultation in terms of the proposals contained in this report.

Paul Manning

Executive Director (Finance and Corporate Resources)

21 November 2019

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective and efficient

Previous References

- ◆ Minutes of Community and Enterprise Resources Committee of 12 November 2019

List of Background Papers

- ◆ Community and Enterprise Resources Committee, 12 November 2019

Contact for Further Information

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

Gordon Bow, Administration Manager

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E-mail: gordon.bow@southlanarkshire.gov.uk

Report

10

Report to:	Executive Committee
Date of Meeting:	4 December 2019
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Family Leave Guidance for Elected Members
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1. Purpose of Report

1.1. The purpose of the report is to: -

- ◆ allow members to consider the new Elected Members Family Leave Guidance produced by COSLA and to decide whether to adopt it on a voluntary basis within South Lanarkshire Council.

2. Recommendation(s)

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

- (1) that the new Elected Members Family Leave Guidance produced by COSLA and attached at Appendix 1 be endorsed and referred to the ordinary meeting of South Lanarkshire Council on 26 February 2020 for approval and implementation.

3. Background

3.1 Currently there is no legal right to family leave of any kind for anyone who is elected to public office including Councillors. The lack of family leave may discourage people from standing for election and prevent existing Councillors, who may wish to start a family, from remaining in office. COSLA's Barriers to Elected Office Special Interest Group identified a need to develop family friendly guidance and to formalise family leave.

3.2 In terms of section 35 of the Local Government Act 1973, a Councillor must attend at least one meeting of the Council or one Committee meeting within a six-month period or they will be deemed to have vacated their role and a period of absence under this section can be extended with approval of the Council. Historically, it was viewed that this provided adequate flexibility for family leave as a Councillor could take leave provided that they attended one meeting within a six month period, or if the absence was likely to extend beyond 6 months, the Councillor could seek approval from the Council .

3.3 The Family Leave Guidance attached at Appendix 1 was endorsed at the COSLA leaders meeting on 27th September 2019 for circulation to Scottish Councils for adoption on a voluntary basis.

3.4 The Guidance proposes the following:-

- ◆ Maternity Leave of up to 6 months commencing from 28 days before the due date
- ◆ A maximum of 2 weeks paternity leave for the biological father or nominated carer of their partner/spouse

- ◆ Shared parental leave arrangements to replicate any obtained by the Councillor through their employer
- ◆ Where both parents are Councillors, up to a maximum of 26 weeks leave may be shared between them
- ◆ Up to 6 months adoption leave from the date of placement
- ◆ Councillors on maternity, shared parental or adoption leave must attend one Council/Committee meeting within a 6-month period unless the Council has agreed to an extended leave of absence prior to the expiry of the 6-month period
- ◆ A minimum of 28 days' notice to be provided to take leave
- ◆ All Councillors continue to receive their basic allowance in full during the leave periods
- ◆ Where possible all Councillors continue to receive payment of their Special Responsibility Allowance whilst on maternity, paternity or adoption leave

4. Family Leave Guidance

- 4.1 Elected Members are not employees of the Council, and therefore are not legally entitled to access any of the family leave provisions contained within legislation promoted for employees. There is therefore no legal obligation on the Council to grant or permit Councillors to take leave of this nature.
- 4.2 The Family Leave Guidance attached as Appendix 1 to this report acknowledges that there is no legal right to family leave of any kind for Councillors and that the adoption of the Guidance is on a voluntary basis by the Council. It seeks to formalise the basis upon which Elected Members may be absent from their duties, within the existing statutory framework around attendance at meetings as set out in paragraph 3.2 above. Councillors continue to receive their Basic Allowances during periods of absence of up to six months and for such longer periods as the Council may determine.
- 4.3. The Guidance gives discretion to the Council to manage payment of any Senior Responsibility Allowance during the period of absence. However, if the Council already has the maximum number of senior councillors permitted by legislation, it will be unable to pay an additional allowance to another Councillor to cover the duties of the Councillor in receipt of the SRA who is on family leave, without removing the SRA during this period of absence.
- 4.4. The Adoption of the Guidance by each Council in Scotland will ensure a consistent approach to those elected members that wish to remain in office while starting a family and will remove a barrier that deters women and younger people from standing for election.

5. Employee Implications

- 5.1. There are no employee implications arising from this report as Councillors are not employees of the Council.

6. Financial Implications

- 6.1. There may be financial implications arising from the implementation of the Family Leave Guidance arising from the provision of an additional Senior Responsibility Allowance if permitted by the relevant existing legislation or any future amendment. All costs will be met from within existing budgets.

7. Other Implications (including Environmental and Risk Issues)

- 7.1. There are no risks to the Council in relation to the recommendation contained in this report.
- 7.2. There are no issues in terms of sustainability in relation to the recommendations contained in this report.

8. Equality Impact Assessment and Consultation Arrangements

- 8.1. This report does not introduce any new policy, function or strategy or recommend a change to an existing policy, function or strategy; therefore, no impact assessment is required.
- 8.2. No formal consultation was required.

Paul Manning
Executive Director (Finance and Corporate Resources)

13 November 2019

Link(s) to Council Objectives/Improvement Themes/Values

- ◆ Focussed on people and their needs

Previous References

- ◆ None

List of Background Papers

- ◆ None

Contact for Further Information

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

-

Geraldine McCann, Head of Administration and Legal Services

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Appendix 1

Family Leave Guidance for Councillors

Introduction

This Guidance has been voluntarily adopted by South Lanarkshire Council to support Councillors during periods of maternity, paternity, shared parental and adoption leave. The Council is aware and acknowledges **that there is no legal right to family leave of any kind for people in elected public office.**

The objective of the Guidance is to ensure that insofar as is possible, Councillors can take appropriate leave at the time of birth or adoption, that both parents are able to take leave, and that reasonable and adequate arrangements are in place to provide cover for portfolio-holders and others in receipt of Special Responsibility Allowances (SRA) during any period of leave taken.

This Guidance has been implemented on a voluntary basis and confers no contractual, nor worker / employment status. The Guidance can be amended or withdrawn at any time. Councillors continue to retain their status as office holders.

The rights as set out in this Guidance extend to (1) maternity, paternity, shared parental and adoption leave and (2) pay during maternity, paternity, shared parental and adoption related leave only. Individuals who are employees or workers of the Local Authority will be entitled to any additional rights associated with family leave by virtue of their employment status and associated policies. No such additional rights, over and above what is set out in this Guidance, shall apply to Councillors and nothing in this Scheme shall render Councillors as employees or workers.

Improved provision for new parents will contribute towards increasing the diversity of experience, age and background of our Councillors. It will also assist with retaining experienced Councillors – particularly women – and making public office more accessible to individuals who might otherwise feel excluded from it.

1. Leave Periods

- 1.1 Councillors giving birth are entitled to up to 6 months maternity leave from 28 days before their due date.
- 1.2 In addition, where the birth is premature, the Councillor is entitled to take leave during the period between the date of the birth and the due date in addition to the 6 months' period.
- 1.3 Councillors shall be entitled to take a maximum of 2 weeks paternity leave if they are the biological father or nominated carer of their partner/spouse following the birth of their child (ren).
- 1.4 A Councillor who has made Shared Parental Leave arrangements through their employment is requested to advise the Council of these at the earliest possible opportunity. Every effort will be made to replicate such arrangements in terms of leave from the Council.
- 1.5 Where both parents are Councillors leave may be shared up to a maximum of 26 weeks. Special and exceptional arrangements may be made in cases of prematurity.
- 1.6 A Councillor who adopts a child through an approved adoption agency shall be entitled to take up to six months' adoption leave from the date of placement.
- 1.7 Any Councillor who takes maternity, shared parental or adoption leave retains their legal duty under the Local Government Act 1973 to attend a meeting of the Council within a six month period unless the Council Meeting agrees to an extended leave of absence prior to the expiration of that six month period.

- 1.8 Any Councillor intending to take maternity, paternity, shared parental or adoption leave will be responsible for ensuring that they comply with the relevant notice requirements of the Council, both in terms of the point at which the leave starts and the point at which they return. (It is recommended that a minimum of 28 days' notice is provided to take leave. A MatB1 form or an adoption matching certificate should be provided when applying for maternity and adoption leave respectively).
- 1.9 Any Councillor taking leave should ensure that they respond to reasonable requests for information from the Council as promptly as possible, and that they keep officers and colleagues informed and updated in relation to intended dates of return and requests for extension of leave.
- 1.10 In the event of a Councillor taking family-related leave, the Council shall consider:
- how to ensure there is minimal impact on the relevant ward by arranging, where possible, reasonable and appropriate cover to ensure the needs of constituents continue to be met; and
 - providing what additional support may be required to facilitate a Councillor's return from family related leave to ensure they feel supported and ready to return to the Council.

2. Basic Allowance

- 2.1 All Councillors shall continue to receive their Basic Allowance in full whilst on maternity, paternity or adoption leave.

3. Special Responsibility Allowances

- 3.1 Councillors entitled to a Special Responsibility Allowance (SRA) shall continue to receive their allowance in full in the case of maternity, paternity, shared parental or adoption leave where this is possible within the constraints of the Local Governance (Scotland) Act 2004. Where this is not possible the Council shall consider how it may best support both the Councillor on leave and their replacement.
- 3.2 The payment of SRA, whether to the primary SRA holder or a replacement, during a period of maternity, paternity, shared parental or adoption leave shall continue for a period of six months, or until the date when the Councillor taking leave is up for election (whichever is soonest). At such a point, the position will be reviewed, and will be subject to a possible extension for a further six-month period.
- 3.3 Should a Councillor appointed to replace the Councillor on maternity, paternity, and shared parental or adoption leave already hold a remunerated position, the ordinary rules relating to payment of more than one SRA shall apply.
- 3.4 Unless the Councillor taking leave is removed from their post whilst on leave, or unless the Party to which they belong loses control of the Council during their leave period, they shall return at the end of their leave period to the same post, or to an alternative post with equivalent status and remuneration which they held before the leave began.

4. Resigning from Office and Elections

- 4.1 If a Councillor decides not to return at the end of their maternity, paternity, and shared parental or adoption leave they must notify the Council at the earliest possible opportunity. All allowances will cease from the effective resignation date.
- 4.2 If an election is held during the Councillor's maternity, paternity, shared parental or adoption leave and they are not re-elected, or decide not to stand for re-election, their basic allowance and SRA if appropriate will cease from the Monday after the election date when they would technically leave office.

Report

11

Report to:	Executive Committee
Date of Meeting:	4 December 2019
Report by:	Executive Director (Housing and Technical Resources)

Subject:	South Lanarkshire Local Housing Strategy Annual Review 2018/2019
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1. Purpose of Report

1.1 The purpose of the report is to:-

- ♦ provide Committee with an update on the progress made during 2018/19 against delivering the agreed outcomes set out in the Local Housing Strategy (LHS) 2017 to 2022.

2. Recommendations

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

- (1) that the progress on actions for delivering the agreed LHS priority outcomes across the five chapters, be noted

3. Background

3.1 The Housing (Scotland) Act 2001 requires local authorities to carry out an assessment of needs and demand for housing and related services, and to prepare and submit a five year Local Housing Strategy (LHS) to Scottish Ministers. The LHS is the main plan for all housing tenures in the local authority area.

3.2 The LHS 2017 to 2022 was developed in 2016/2017, building on the good work undertaken by the council and its partners under the previous LHS. The LHS works alongside the council's Local Development Plan (LDP), to set the strategic framework for local housing development.

3.3 The Executive Committee approved the LHS on 30 August 2017 and noted the annual monitoring and reporting arrangements.

3.4 This is the second annual review of the LHS, with the 2017/2018 review reported to Executive Committee on 21 November 2018.

4. Context and wider policy changes

4.1 A number of significant changes have taken place both locally and nationally since the last review of the LHS. A summary of these in relation to each of the five chapters of the LHS has been set out below:

4.2 Housing Supply, Choice and Affordability

On 13 November 2019, Housing and Technical Resources Committee approved the Strategic Housing Investment Plan (SHIP) 2020 to 2025. This sets out the potential

to deliver up to 3,141 additional affordable homes in South Lanarkshire over the five year period.

In August 2019, the Scottish Government published new SHIP guidance outlining new requirements to be considered as part of future plans. Any proposals or issues identified as a result of this will be considered as part of future LHS reviews.

4.3 Housing Quality and Energy Efficiency

Energy efficiency of social housing, including all council homes, is currently monitored through the Energy Efficiency Standard for Social Housing (EESH), which sets a national standard to be met by 2020.

During 2018/2019, Energy Efficient Scotland completed a number of public consultations seeking to accelerate targets for energy efficiency standards of the three main housing tenures, including the private rented sector. Housing and Technical Resources will continue to monitor this area and respond to any legislative changes that occur as required.

4.4 Supporting Independent Living and Specialist Provision

During 2018/2019, the South Lanarkshire Strategic Commissioning Plan 2019 to 2022 was prepared by the South Lanarkshire Health and Social Care Partnership. The Plan outlines how health and social care services will be delivered in such a way as to enable people to continue to live independently within their own homes or a homely setting within their community.

A 'Housing Contribution Statement' is embedded within the Strategic Commissioning Plan, outlining the ways in which Housing and Technical Resources will support its delivery.

Guidance issued by the Scottish Government in March 2019 outlined the requirement for local authorities to set targets by the end of 2019 for the delivery of wheelchair accessible housing (Further information on this is provided within section 6.2).

4.5 Addressing Homelessness

During 2018/2019, the Scottish Government required all councils to develop a new Rapid Rehousing Transition Plan (RRTP) as part of a revised approach to tackling homelessness across Scotland. In conjunction with its housing, health and homelessness partners, Housing and Technical Resources developed the South Lanarkshire Rapid Rehousing Transition Plan 2019 to 2024 which was submitted to the Scottish Government in December 2018 and approved at Housing and Technical Resources Committee on 23 January 2019.

Positive feedback on the plan was received from the Scottish Government following its submission. As part of this, the Scottish Government also asked for the resourcing requirements set out within the plan to be revised. A full update on the implementation of the RRTP, including revisions made as a result of the feedback, will be reported to Housing and Technical Resources Committee in June 2020 as part of its annual review.

4.6 Sustainable Places

Housing and Technical Resources continue to support delivery of the South Lanarkshire Community Plan and associated Neighbourhood Plans across identified areas in South Lanarkshire.

During 2018/19, the South Lanarkshire Local Child Poverty Action Report (LCPAR) was published that contributes the wider aims of the Community Planning Partnership. Housing and Technical Resources actively contributed to the development of the LCPAR, with the actions contained closely aligned to the LHS.

5. Annual Review 2018/19

5.1 The LHS is structured around five chapters and nine priority outcomes. There are 97 indicators against which the council monitors progress including 65 actions and 32 measures. In line with wider reporting arrangements across the council, these indicators can be categorised into 'green', 'amber' and 'red' depending on the progress made against them.

5.2 In 2018/19, 95% of the indicators were on target for completion within projected target periods. Table 1 outlines the 2018/2019 categorisation of the 97 indicators.

	Green	Amber	Red	To be reported later	Total
2018/19	90	2	1	4	97

Table 1: Categorisation of LHS indicators 2018/2019

5.3 One measure was categorised as 'red', below anticipated performance:

- ◆ M1.3 The number of long term empty properties

This has been identified as a priority for 2019/2020. Housing and Technical Resources and relevant resources from across the council are working with the Scottish Empty Homes Partnership to increase the number of long term empty homes brought back into use.

In addition to the measure contained within the LHS, the South Lanarkshire SHIP 2020 to 2025 now also contains a target relating to empty homes. This will be reported to Housing and Technical Resources Committee as part of the agreed annual reporting arrangements.

5.4 The two measures/actions categorised as 'amber' were:

- ◆ A5.5 Enhancement of early warning housing alert protocols to improve planning for discharge [from hospital] and reduce delays
- ◆ M6.3 The percentage of former homeless households sustaining tenancies for 12 months

Work to progress these areas will continue to be made throughout the remainder of the LHS. In relation to M6.3, the performance will be monitored through the RRTP and partnership approach of the LHS homelessness sub-group.

5.5 The review demonstrated good progress has been made for 90 indicators. Key highlights within these have been provided for each of the five chapters below:

Housing Supply, Choice and Affordability

- ◆ Within 2018/19, a total of 445 additional affordable homes for social rent were delivered across South Lanarkshire. This included 252 new build homes by housing associations, 132 council new build and 61 additional council homes

purchased through the council's open market purchase scheme. A full update on progress of the SHIP was delivered to Housing and Technical Resources Committee on 13 November 2019.

Housing Quality and Energy Efficiency

- ◆ The proportion of homes meeting current EESSH standards continues to increase. In 2018/19, 91.1% of the council's 24,962 homes met this standard. The council continues to work towards this target and through the Home+ programme will bring the remaining, non-exempt homes up to the standard, subject to sitting tenants granting consent to necessary works.

Supporting Independent Living and Specialist Provision

- ◆ Of the 445 additional affordable homes for social rent delivered during 2018/19, 220 (49%) were particular need/amenity properties. All new homes within the programme meet the housing for varying needs standard and are 'future proofed', meaning they are designed in such a way that they can be easily adapted to meet the specific needs of a wide range of customers, now and into the future.
- ◆ During 2018/19, in consultation with current residents of the council's two Gypsy/Traveller sites, investment master plans were developed which will see a range of improvements delivered across both sites during 2019/20 and beyond.
- ◆ In relation to corporate parenting, 8 looked after young people were provided with permanent housing, with a tenancy sustainment rate of 100%.

Addressing Homelessness

- ◆ The average number of days in temporary accommodation for homeless households has decreased from 192 days in 2017, to 108 days at the end of 2018/19.
- ◆ The council introduced a new integrated Housing Options approach across all housing management areas within South Lanarkshire. This focusses on early engagement and a self-assessment tool to consider housing needs and signpost customers to suitable housing options.
- ◆ In 2018/19, the council continued to provide housing options/homelessness prevention awareness sessions to secondary pupils in years 3, 4 & 5.

Sustainable Places

- ◆ The council continues to work in partnership with key stakeholders and partners to deliver 230 new social rented properties through the Whitlawburn Regeneration Masterplan, due for completion in 2022.
- ◆ The council continues to engage with communities within Clydesdale, experiencing low demand of social rented housing to develop housing-led local area action plans that promote housing sustainability.

6. Proposed revisions to LHS Performance Framework

- 6.1 Taking account of the wider context and policy changes as detailed in Section 4, it has been necessary to review the performance framework against which progress within the LHS is measured. This is to ensure the performance indicators remain relevant and measurable.
- 6.2 Following the 2018/2019 annual review, it is proposed that the following measure be removed from the LHS:-

Reference	Measure/action	Context
M5.5	Unplanned Accident and Emergency admissions to hospital for South Lanarkshire residents, rate per 1,000 people	Discussions through the LHS Steering Group identified that the measure did not effectively contribute to supporting independent living. This area is also being progressed through the South Lanarkshire Community Plan, with an aim to reduce unintentional injuries within homes.

6.3 It is proposed that the following measure be added to the LHS:-

Reference	Measure/action	Context
M5.7	Proportion of new-build housing of wheelchair accessible standard	In response to Scottish Government guidance and supporting 'A Fairer Scotland for Disabled People' delivery plan and revised LHS/SHIP guidance, a target of 8% has been set in consultation with RSL partners for social rented properties across South Lanarkshire.

6.4 Performance against the new measure will be reported to Executive Committee through the agreed annual LHS review process.

7. Next Steps

- 7.1 The council and its housing partners have made good progress in 2018/2019 towards delivering on the current, agreed LHS Priority Outcomes. The findings of this review will be shared with the Scottish Government, as recommended good practice and a summary 'LHS 2017 to 2022 Annual Report' is being prepared and will be published on the council's website.
- 7.2 The action plan and monitoring framework as set out in the LHS 2017 to 2022 will be updated to ensure the strategy continues to align with associated plans and strategies, as well as to reflect new national policy priorities as noted in Section 4.
- 7.3 New LHS guidance published by the Scottish Government in September 2019 will shape and inform future LHS annual reviews and the development of the next Local Housing Strategy for 2022 to 2027.
- 7.4 The Scottish Government has indicated that it will shortly be holding a public consultation on its Housing to 2040 vision. The council will contribute to this and take account of issues or priorities identified from it through the LHS annual review process.

8. Employee Implications

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

9. Financial Implications

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

10. Other Implications (Including Environmental and Risk Issues)

- 10.1 The actions in the LHS link closely to the wider Rural Strategy, Strategic Commissioning Plan, Local Development Plan and Economic Strategy.
- 10.2 A Strategic Environmental Assessment (SEA) pre-screening determination was completed as part of the development of the LHS 2017 to 2022.
- 10.3 The content of this report will contribute to the evidence to support the requirements of the newly introduced Annual Assurance Statement.

11. Equality Impact Assessment and Consultation Arrangements

- 11.1 A full Equality Impact Assessment (EQIA) was completed as part of the development of the LHS 2017 to 2022. The EQIA identified that the LHS would be of particular relevance to individuals covered under the “protected characteristics” as defined in the Equality Act 2010 and would have a positive impact upon communities across South Lanarkshire.
- 11.2 As highlighted at 6.3, an additional indicator relating to wheelchair accessible housing targets was added to the LHS. An additional EQIA was completed on this which found that it would also have a positive impact upon communities across South Lanarkshire.
- 11.3 The LHS is subject to ongoing consultation and engagement with key partners and stakeholders.

Daniel Lowe

Executive Director (Housing and Technical Resources)

15 November 2011

Links to Council Values/Objectives

- ◆ Focused on people and their needs
- ◆ Improve later life
- ◆ 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

Previous References

- ◆ Executive Committee Report, ‘Local Housing Strategy (LHS) Annual Review 2017-22’, 21 November 2018

List of Background Papers

- ◆ Local Housing Strategy 2017-22
- ◆ South Lanarkshire Rapid Rehousing Transition Plan 2019-24
- ◆ South Lanarkshire Strategic Commissioning Plan 2019-22

Contact for Further Information

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

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