



Council Offices, Almada Street
Hamilton, ML3 0AA

Friday, 21 September 2018

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, 16 May 2018

Time: 10:00

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

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

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

Yours sincerely

Lindsay Freeland
Chief Executive

Members

John Ross (Chair/ex officio), Maureen Chalmers (Depute Chair), Alex Allison, John Anderson, John Bradley, Walter Brogan, Robert Brown, Graeme Campbell, Gerry Convery, Margaret Cooper, Peter Craig, Fiona Dryburgh, Joe Fagan, Allan Falconer, Alistair Fulton, Lynsey Hamilton, Ann Le Blond, Eileen Logan, Katy Loudon, Joe Lowe, Colin McGavigan, Mark McGeever, Jim McGuigan, Davie McLachlan, Gladys Miller, Richard Nelson, David Shearer, Josh Wilson

Substitutes

Jackie Burns, Stephanie Callaghan, Andy Carmichael, Poppy Corbett, Graeme Horne, Martin Grant Hose, Richard Lockhart, Hugh Macdonald, Catherine McClymont, Kenny McCreary, Mo Razzaq, Graham Scott, Collette Stevenson, Sheena Wardhaugh

BUSINESS

1 Declaration of Interests

- 2 **Minutes of Previous Meeting** 5 - 14
Minutes of the meeting of the Executive Committee held on 28 March 2018 submitted for approval as a correct record. (Copy attached)

Monitoring Item(s)		
3	Capital Budget Monitoring for Period 13 - 1 April 2017 to 2 March 2018 Report dated 11 April 2018 by the Executive Director (Finance and Corporate Resources). (Copy attached)	15 - 22
4	Revenue Budget Monitoring for Period 13 - 1 April 2017 to 2 March 2018 and 2017-2018 Probable Outturn Report dated 13 April 2018 by the Executive Director (Finance and Corporate Resources). (Copy attached)	23 - 28
5	Trading Services Financial Performance for Period 13 - 1 April 2017 to 2 March 2018 Report dated 13 April 2018 by the Executive Director (Finance and Corporate Resources). (Copy attached)	29 - 32
6	Additional Funding from Scottish Government and Other External Sources Report dated 24 April 2018 by the Executive Director (Finance and Corporate Resources). (Copy attached)	33 - 36
Item(s) for Decision		
7	Review of the Code of Corporate Governance and Annual Governance Statement Report dated 19 April 2018 by the Executive Director (Finance and Corporate Resources). (Copy attached)	37 - 60
8	Continuation of Community Safety Partnership Analyst Post Joint report dated 24 April 2018 by the Executive Directors (Housing and Technical Resources) and (Finance and Corporate Resources). (Copy attached)	61 - 64
9	Early Learning and Childcare 1140 Hours Update 2018-2019 - Implementation of Phase 2 Pilot Report dated 5 April 2018 by the Executive Director (Education Resources). (Copy attached)	65 - 70
10	Non-denominational Primary Schools in Strathaven - Proposal to Realign Catchment Area Report dated 24 April 2018 by the Executive Director (Education Resources). (Copy attached)	71 - 76
11	South Lanarkshire's State of the Environment Report Report dated 18 April 2018 by the Executive Director (Community and Enterprise Resources). (Copy attached)	77 - 88
12	Syrian Refugee Resettlement Programme (SRRP) Report dated 16 May 2018 by the Executive Director (Housing and Technical Resources). (Copy attached)	89 - 92

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| 13 Representation on Outside Bodies - Economic Growth Board and Licensing Division 2 (East Kilbride) | 93 - 94 |
| Report dated 18 April 2018 by the Executive Director (Finance and Corporate Resources). (Copy attached) | |
| 14 Information Strategy and Improvement Plan 2018 to 2022 | 95 - 126 |
| Report dated 2 May 2018 by the Executive Director (Finance and Corporate Resources). (Copy attached) | |
| 15 Recommitment to the Terms of the Armed Forces Community Covenant | 127 - 130 |
| Report dated 30 April 2018 by the Executive Director (Finance and Corporate Resources). (Copy attached) | |
| 16 Recommendation Referred by Education Resources Committee | 131 - 132 |
| Report dated 1 May 2018 by the Chief Executive. (Copy attached) | |

Item(s) for Noting

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|--|------------------|
| 17 Strategic Environmental Assessment Progress Report | 133 - 136 |
| Report dated 18 April 2018 by the Executive Director (Community and Enterprise Resources). (Copy attached) | |
| 18 Local Child Poverty Action Report | 137 - 146 |
| Report dated 27 April 2018 by the Executive Director (Finance and Corporate Resources). (Copy attached) | |
| 19 Events to Mark the Centenary of the End of World War 1 | 147 - 152 |
| Report dated 21 March 2018 by the Executive Director (Finance and Corporate Resources). (Copy attached) | |

Urgent Business

- 20 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

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 28 March 2018

Chair:

Councillor John Ross (ex officio)

Councillors Present:

Alex Allison, John Anderson, Robert Brown, Graeme Campbell, Maureen Chalmers (Depute), Margaret Cooper, Peter Craig, Maureen Devlin, Joe Fagan, Allan Falconer, Alistair Fulton, Lynsey Hamilton, Graeme Horne (*substitute for Councillor McGuigan*), Ann Le Blond, Eileen Logan, Katy Loudon, Catherine McClymont (*substitute for Councillor McLachlan*), Colin McGavigan, Mark McGeever, Gladys Miller, Richard Nelson, Mo Razzaq (*substitute for Councillor Brogan*), Graham Scott (*substitute for Councillor Convery*), David Shearer, Sheena Wardhaugh (*substitute for Councillor Lowe*), Josh Wilson

Councillors' Apologies:

John Bradley, Walter Brogan, Gerry Convery, Joe Lowe, Jim McGuigan, Davie McLachlan

Attending:

Chief Executive's Service

L Freeland, Chief Executive

Community and Enterprise Resources

M McGlynn, Executive Director

Education Resources

T McDaid, Executive Director

Finance and Corporate Resources

P Manning, Executive Director; G Bow, Administration Manager; J Burke, Administration Assistant; Y Douglas, Audit and Compliance Manager; G McCann, Head of Administration and Legal Services

Housing and Technical Resources

D Lowe, Executive Director

Social Work Resources/Health and Social Care

B Hutchinson, Head of Health and Social Care

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 February 2018 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 12 - 1 April 2017 to 2 February 2018

A report dated 21 February 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the physical and financial progress at 2 February 2018 on the various Capital Programmes.

The General Fund Capital Programme included Education Resources. Social Work Resources, Roads and Transportation and General Services. The General Fund Programme totalled £78.317 million and the Housing Programme £40.581 million. At 2 February 2018, £44.605 million had been spent on the General Fund Capital Programme and £27.165 million on the Housing Capital Programme.

Following a probable outturn exercise, it was forecast that the total spend on the General Fund Capital Programme to 31 March 2018 would be £62.137 million. This was an underspend of £16.105 million, mainly due to the Primary Schools' Modernisation Programme. The total spend on the Housing Capital Programme to 31 March 2018 was anticipated to be £38.080 million. This was an underspend of £2.501 million, due to the timing of spend in relation to the Urban Park Development of the former Blairbeth Golf Course site and continued work on the Housing Investment Programme.

Ongoing monitoring of the Capital Programmes would be undertaken by the Financial Resources Scrutiny Forum and reports would be submitted to this Committee on a regular basis.

The Committee decided:

- (1) that the position on the various Capital Programmes for 2017/2018, as detailed in the report, be noted; and
- (2) that the proposed adjustment to the General Fund Programme, as detailed in Appendix 2 to the report, be approved.

[Reference: Minutes of 28 February 2018 (Paragraph 3)]

4 Revenue Budget Monitoring for Period 12 - 1 April 2017 to 2 February 2018 and 2017/2018 Probable Outturn

A report dated 12 February 2018 by the Executive Director (Finance and Corporate Resources) was submitted comparing the actual expenditure against budgeted expenditure for the period ending 2 February 2018.

The figures included an underspend of £0.793 million on the General Fund Revenue Account and a breakeven position on the Housing Revenue Account.

A number of factors impacting on the Revenue Budget 2017/2018 were detailed in the report.

Following a probable outturn exercise, it was forecast that there would be an underspend of £0.500 million on the General Fund Revenue Account at 31 March 2018. This amount would be transferred to the Uncommitted General Fund.

The Committee decided:

- (1) that the underspend on the General Fund Revenue Account of £0.793 million at 2 February 2018 and forecast underspend to 31 March 2018 of £0.500 million be noted; and
- (2) that the breakeven position on the Housing Revenue Account at 2 February 2018 and the forecast outturn to 31 March 2018 of a breakeven position be noted.

[Reference: Minutes of 28 February 2018 (Paragraph 4)]

5 Trading Services' Financial Performance for Period 1 April 2017 to 2 February 2018

A report dated 12 February 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the projected financial results for 2017/2018 for the Council's Trading Services.

In the period to 8 December 2017, the target for Trading Services' surpluses was revised to £9.905 million to reflect a decrease to the budgeted trading surplus of £0.138 million. In the period to 5 January 2018, this figure had been further revised to £9.907 million to reflect a transfer of budget from the Fleet Trading Operation to Community and Enterprise Resources of £0.002 million.

At 2 February 2018, surpluses of £8.109 million had been achieved.

Following a probable outturn exercise, it was forecast that the surplus at 31 March 2018 would be £9.753 million.

Officials were working to maximise the levels of surplus using the projected figure as a minimum target.

The Committee decided:

- (1) that the surpluses achieved to 2 February 2018 of £8.109 million be noted; and
- (2) that following a probable outturn exercise, the revised forecast surplus to 31 March 2018 of £9.753 million be noted.

[Reference: Minutes of 28 February 2018 (Paragraph 5)]

6 Additional Funding from the Scottish Government and Other External Sources

A report dated 20 February 2018 by the Executive Director (Finance and Corporate Resources) was submitted on additional revenue funding, totalling £0.009 million, and capital funding, totalling £0.326 million, made available to the Council from the Scottish Government and other external sources to undertake various initiatives. The funding was summarised as follows:-

Revenue Funding

Resource	2017/2018 (£)	2018/2019 (£)	2019/2020 (£)	2020/2021 (£)	2021/2022 (£)
Community and Enterprise	0.002	0.002	0.002	0.002	0.001
Total	0.002	0.002	0.002	0.002	0.001

Capital Funding

Resource

Community and Enterprise	0.026	0.300
Total	0.026	0.300

The Committee decided: that the report be noted.

[Reference: Minutes of 31 January 2018 (Paragraph 6)]

7 2018/2019 Internal Audit Plan

A report dated 5 March 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the Internal Audit Plan for 2018/2019.

The Internal Audit Plan for 2018/2019, which was attached as Appendix 1 to the report, outlined the name and scope of each proposed assignment as well as identifying lead Resources. The objectives and scopes would be further refined by Internal Audit prior to commencing the assignments, and following completion of a full risk analysis and identification of key controls.

The 2018/2019 Audit Plan would be delivered within the context of the Public Sector Internal Auditing Standards. Progress against the Audit Strategy would be monitored by the Risk and Audit Scrutiny Forum.

The Committee decided: that the 2018/2019 Internal Audit Plan be approved.

[Reference: Minutes of 27 September 2017 (Paragraph 13)]

8 Employment Programmes in Early Years and Social Care

A report dated 9 March 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the implementation of arrangements to develop additional capacity in the Council's Early Years and Social Care Services' workforce.

Through workforce planning, the Council had identified the need to prepare for the future demand on services in Social Care and Early Years. To meet those requirements, it was proposed to implement an initiative to provide a stream of qualified staff in those areas. The programme would deliver training to a minimum of 50 Social Care and 50 Early Years' students over a 2 year period. As students moved into employment, a further intake of students could be considered.

Information on how the initiative would be delivered and the expected outcomes were detailed in the report together with the support for participating students and qualifications to be undertaken.

In order to ensure progress towards the formal qualifications, the following posts required to be added to the Council's staffing establishment:-

Post title	Number of posts (FTE)	Grade/SCP	Annual salary
Vocational Development Officer (1 FTE – Education Resources; 1 FTE – Social Work Resources)	2.0	Grade 3, Level 2	£26,643 to £30,913
Assessor (Finance and Corporate Resources)	4.0	Grade 2, Level 2-3	£20,183 to £24,070
Verifier (Finance and Corporate Resources)	1.0	Grade 2, Level 2-3	£20,183 to £24,070
Total Costs			£200,924 to £237,375

The posts had been graded using the Council's Job Evaluation Scheme.

The Committee decided:

that the addition of posts to the Council's establishment to develop additional capacity in Early Years and Social Care Services, as detailed above, be approved.

9 Supplier Development Programme (SDP)

A joint report dated 8 March 2018 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on:-

- ◆ the Supplier Development Programme and proposals in terms of the future hosting arrangements for the Programme
- ◆ elected member representation on the Supplier Development Programme Board of Directors

The Supplier Development Programme (SDP) was a business support initiative which was aimed at supporting Small and Medium Employers (SMEs), founded in 2005 by Glasgow City, Renfrewshire and South Lanarkshire Councils. It was designed to improve the performance of SMEs in winning contracts with public sector organisations through offering information, support and training events to help them compete in the complex tendering process.

The SDP was set up as a not-for-profit company, limited by guarantee, with a board of directors comprising of elected members and senior officers of its member authorities.

Since the Council took up responsibility for administering the SDP, the membership had increased to include all 32 local authorities and a number of other significant public sector bodies.

The SDP, since it had been based in South Lanarkshire, continued to successfully deliver on the various objectives which had been set. Key achievements during the period 2016 to 2018 were detailed in the report and to ensure that the successful delivery of the programme continued, it was proposed that South Lanarkshire Council continue to host the Programme for a further 2 year period commencing on 1 July 2018.

The Council was currently represented on the SDP Board of Directors at senior officer level, however, following completion of the successful transition from Glasgow City Council, it was now considered appropriate to consider the nomination of an elected member onto the Board of Directors to represent the Council and to support the future strategic development of the Programme.

The Programme was delivered by 4 members of staff, 3 of whom were on fixed term contracts, with costs being met from SDP funds. It was proposed that those fixed term contracts be extended for a further 2 years, commencing 1 July 2018.

The Council's annual membership subscription to the Programme was £0.010 million which could be met from Community and Enterprises' revenue budget.

The Committee decided:

- (1) that the positive performance of the Supplier Development Programme since the arrangements to host the central team within South Lanarkshire be noted;
- (2) that the continuation of the current arrangements, whereby the Council continue to host the Supplier Development Programme, be approved;
- (3) that the contracts of the 3 post holders delivering the Programme be extended for a further 2 years commencing on 1 July 2018;

- (4) that Councillor Collette Stevenson be nominated to serve as the Council's representative on the Supplier Development Programme Board of Directors; and
- (5) that the Executive Director (Community and Enterprise Resources) be authorised, in consultation with the Head of Personnel Services and the Head of Administration and Legal Services, to conclude any necessary legal and personnel matters which were in the best interests of the Council.

[Reference: Minutes of 13 April 2016 (Paragraph 11)]

10 Recommendations Referred by Community and Enterprise Resources Committee

A report dated 8 March 2018 by the Chief Executive was submitted on recommendations which had been referred to this Committee by the Community and Enterprise Resources Committee of 6 March 2018.

The recommendations of the Committee were as follows:-

- ♦ that the Collections Development Policy 2018 to 2023, as detailed in the appendix, be approved and published on the Council's website
- ♦ that the Release of Balloons and Sky Lanterns Policy, as detailed in the appendix, be approved and published on the Council's website

[Reference: Minutes of the Community and Enterprise Resources Committee of 6 March 2018 (Paragraphs 8 and 10)]

The Committee decided:

- (1) that the recommendations referred by the Community and Enterprise Resources Committee be approved; and
- (2) that the Head of Administration and Legal Services provide a report to a future meeting of this Committee on the possibility of introducing a South Lanarkshire-wide by-law in relation to the release of balloons and sky lanterns.

11 Representation on Committees etc and Outside Bodies

A report dated 8 March 2018 by the Executive Director (Finance and Corporate Resources) was submitted on a number of proposed amendments to the membership of Committees, Partnerships, Joint/Outside Bodies and the East Kilbride Licensing Division.

The Committee decided:

- (1) that Councillor Marrs be appointed as the Council's representative on the West of Scotland Roads Safety Forum;
- (2) that Councillor Walker be replaced by Councillor Lennon as a member of the Cambuslang and Rutherglen Sports Council;
- (3) that Councillor Le Blond be replaced by Councillor Wark as a full member of the Education Resources Committee, with Councillor Le Blond taking up Councillor Wark's position as a substitute member;
- (4) that Councillors Le Blond and Harrow be replaced by Councillors Wark and Nailon, respectively, on the Education Appeals Committee;

- (5) that Councillor Harrow be replaced by Councillor Corbett as a substitute member of the Executive Committee;
- (6) that Councillor Campbell be replaced by Councillor Lockhart as a member of the South Lanarkshire Integration Joint Board, with Councillor Nelson taking Councillor Lockhart's place as a substitute member;
- (7) that Councillor Harrow be replaced by Councillor Nailon as a member of the Getting it Right for South Lanarkshire Children's Partnership Board;
- (8) that Councillor Harrow be replaced by Councillor Campbell as a member of East Kilbride Licensing Division; and
- (9) that Councillor Corbett be replaced by Councillor Harrow as a substitute member of the Financial Resources Scrutiny Forum.

[Reference: Minutes of South Lanarkshire Council of 18 May 2017 (Paragraph 7)]

12 Outcome of the Statutory Consultation on Duncanrig and Calderglen High Schools

A report dated 7 February 2018 by the Executive Director (Education Resources) was submitted on the:-

- ♦ outcome of the statutory consultation proposals on options to change the catchment area of both Duncanrig Secondary and Calderglen High Schools in East Kilbride
- ♦ final Consultation Report which had been published on 24 January 2018

Approval had been given on 27 September 2017 for a statutory consultation to be carried out on 2 options to change the catchment areas of both Duncanrig Secondary School and Calderglen High School in East Kilbride. The 2 options were as follows:-

- ♦ Option 1 - associate the new, non-denominational primary school planned for the Jackton/East Kilbride Community Growth Area to Calderglen High School
- ♦ Option 2 - change the association of Greenhills Primary School from Duncanrig Secondary School with the result that pupils transfer to Calderglen High School as the local secondary school

Details of the outcome of the consultation process were provided, including confirmation that there was significant support for Option 1 to be implemented.

On 18 December 2017, the Council had received a report from Education Scotland endorsing the educational benefits of implementing Option 1 and highlighting that the educational benefits of implementing Option 2 were not sufficiently clear and the Council would require to consider how to address the concerns raised should it decide to implement this option. The Council had prepared and published the official consultation report on 24 January 2018.

Councillor Ross, seconded by Councillor Chalmers, moved that the recommendations contained in the report be approved. Councillor S Wardhaugh, seconded by Councillor Campbell, moved as an amendment that consideration of recommendation 3 within the report be continued until further facts on the issues were known to the Council. On a vote being taken by a show of hands, 3 members voted for the amendment and 22 for the motion which was declared carried.

The Committee decided:

- (1) that the outcome of the statutory consultation undertaken on the proposal to change the catchment area of both Duncanrig Secondary and Calderglen High Schools in East Kilbride be noted;
- (2) that the publication of the official consultation report by the Council on 24 January 2018 be noted; and
- (3) that the implementation of Option 1 to associate the new, non-denominational primary school planned for the Jackson/East Kilbride Community Growth Area to Calderglen High School be implemented.

[Reference: Minutes of 27 September 2017 (Paragraph 17)]

13 Land and Property Transfers and Disposals

A report dated 12 March 2018 by the Executive Director (Housing and Technical Resources) was submitted on recommendations to declare an area of land surplus to operational requirements.

The recommendations had been made in terms of agreed procedures for dealing with surplus land and property.

The Committee decided: that the land at the site of the former St Joseph's Primary School, Joanna Terrace, Blantyre, detailed in the appendix to the report, be transferred from the General Services Account to the Housing Revenue Account in order to meet operational requirements.

14 Representation on the Education Resources Committee - Update

A joint report dated 12 March 2018 by the Executive Directors (Education Resources) and (Finance and Corporate Resources) was submitted on the appointment of representatives other than Councillors to serve on the Education Resources Committee.

At its meeting on 30 August 2017, this Committee had agreed the election and selection procedures to obtain specified categories of religious and parent/carer representation on the Education Resources Committee.

All Parent Councils had been invited to submit applications to serve on the Education Resources Committee. A shortlist of 6 candidates was selected and interviewed and, subsequently, it was proposed that Christine Hall and Hilary Kirby be confirmed as the 2 Parent Council representatives on the Education Resources Committee.

The Committee decided: that the appointment of Christine Hall and Hilary Kirby as the 2 Parent Council representatives on the Education Resources Committee be approved.

[Minutes of 30 August 2017 (Paragraph 11) and 31 January 2018 (Paragraph 11)]

15 Revenue Budget and Level of Local Taxation 2018/2019 - Local Government Finance (Scotland) Order 2018

A report dated 7 March 2018 by the Executive Director (Finance and Corporate Resources) was submitted confirming receipt of the Local Government Finance Order 2018 and providing an update on the 2018/2019 revenue budget based on the terms of the Order.

The Local Government Finance (Scotland) Order, which came into force on 6 March 2018, confirmed an increase of £9.868 million on the figure approved as part of the budget set by the Council on 28 February 2018, increasing the total budget from £684.493 million to £694.361 million. Those additional allocations had specific commitments against them and did not alter the budget decisions taken by the Council on 28 February 2018.

The Order served to purify the condition in respect of the budget decisions taken at the meeting of the Council on 28 February 2018.

The Committee decided: that the report be noted.

[Reference: Minutes of South Lanarkshire Council of 28 February 2018 (Paragraph 3)]

16 Sustainable Development Update

A report dated 8 March 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the status of the Sustainable Development Strategy actions and measures at 30 September 2017, Quarter 2 of 2017/2018.

The Council's Sustainable Development Strategy (SDS) covered a 5 year period from 2017 to 2022. Delivery of actions within the SDS provided the main focus for sustainable development activity over the period and enabled the Council to fulfil its duties under the Local Government (Scotland) Act 2003, the Climate Change (Scotland) Act 2009 and other associated environmental legislation.

The SDS action plan contained 27 actions across 3 strategic themes which were sub-divided into 45 measures that provided the current status for each action. Those measures were rated using a traffic light system of green, amber or red. Of the 45 measures within the SDS:-

- ◆ 35 had been achieved or were on course to be achieved (green)
- ◆ 3 had seen some minor slippage against targets (amber)
- ◆ 0 had seen major slippage against timescale or major shortfall against target (red)
- ◆ 7 would be reported later when data was available

A number of highlights from the period April to September 2017 were detailed in the report.

The Committee decided: that the position in respect of the actions and measures contained in the Council's Sustainable Development Strategy for the period 2017 to 2022, at the Quarter 2 stage of 2017/2018, be noted.

[Reference: Minutes of 6 December 2017 (Paragraph 16)]

17 Fairer Scotland Duty

A report dated 15 February 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the Fairer Scotland Duty which was due to be implemented in April 2018.

The Fairer Scotland Duty placed responsibility on all public bodies to actively consider how inequalities of outcome arising from socio-economic disadvantage could be reduced.

The key implications for local government were outlined in the report.

Guidance received on the implementation of the Act suggested that any decision to which the Fairer Scotland Duty applied would have the following 5 stages:-

- ◆ Stage 1 – determine whether the proposal/decision would be of strategic importance
- ◆ Stage 2 – consider whether the Council had any evidence about socio-economic disadvantage and inequalities of outcome in relation to the issue or decision
- ◆ Stage 3 – assess what the main impacts of the proposal were likely to be and how it could be improved so to reduce inequalities of outcome
- ◆ Stage 4 – appropriate officer to confirm that decision makers have had due regard to the duty in their decision. The officer should be satisfied that the members have understood the evidence, considered whether it could reduce inequalities of outcome, and considered improvements and the links to socio-economic disadvantage and equality
- ◆ Stage 5 – the assessment should be signed off and published in order to show that members paid due regard to the duty before taking the decision.

It was essential that the Council fully considered the new duty when taking decisions on its strategic functions.

The Committee decided: that the report be noted.

18 Urgent Business

There were no items of urgent business.

Report

3

Report to: **Executive Committee**
 Date of Meeting: **16 May 2018**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Capital Budget Monitoring for Period 13 - 1 April 2017 to 2 March 2018**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ Consolidate the capital budget monitoring to give a Council-wide summary of the 2017/2018 Capital Programme including 2016/2017 carry forward and adjustments. It includes information on two programmes: The General Fund Programme and the Housing Investment Programme
- ◆ update the Executive Committee of progress on the Capital Programme for the period 1 April 2017 to 2 March 2018

2. Recommendation(s)

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

- (1) that the Period 13 position (ended 2 March 2018) of the General Fund Capital Programme itemised at Appendices 1 – 4 and the Housing Capital Programme at Appendix 5, be noted;
- (2) that the adjustments to the General Fund programme listed at Appendix 3, 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 2 March 2018. 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

4.1. None.

5. Financial Implications

5.1. General Fund

5.1.1. 2017/18 Budget

The budget agreed at Executive Committee on 28 March 2018 was £78.242 million. The programme has been updated to reflect the proposed additional funding

adjustment and change to funding adjustment listed in Appendix 3 however both of these updates are for the 2018/19 programme so there is no change to the 2017/18 budget which remains at £78.242 million.

5.1.2. 2017/18 Outturn

Current estimates from Housing and Technical Resources suggest a 2017/18 outturn of £59.142 million. This is an underspend of £19.100 million and the main reason for this relates to the Primary Schools' Modernisation Programme and Growth and Capacities Programmes (£8.8m) within Education Resources.

5.1.3. In addition, within Community and Enterprise Resources slippage is anticipated in a number of projects. For all of these projects this reflects the expected timing of project spend and funding will carry forward into next financial year. A list of these projects, along with their anticipated completion dates, is included in Appendix 1.

5.1.4. Period 13 Position

The programme spend and funding for the General Fund is summarised in Appendices 2 and 4. This totals £78.242 million for 2017/18.

5.1.5. Budget for the period is £58.301 million and spend to the 2 March 2018 is £48.599 million (62.11%). This represents expenditure of £9.702 million behind profile. This is mainly due to the reasons covered at 5.12 and 5.13 above.

5.1.6. As detailed in the last monitoring update report to this Committee (28 March 2018), Schools' projects are progressing in line with the completion dates agreed with Education Resources. The timing of receipt of external funding in relation to schools has also contributed to the requirement to carry funds forward.

5.1.7. Actual funding received to 2 March 2018 is £72.440 million (92.58%). Relevant officers will continue to closely monitor the generation of all income including receipts.

5.2. Housing Programme

5.2.1. Appendix 5 summarises the position on the Housing programme as at 2 March 2018. The revised capital programme for the year is £40.581 million. Programmed funding for the year totals £40.581 million.

5.2.2. 2017/18 Outturn

In terms of the Housing Capital Programme work has been ongoing to clarify the predicted spend position for this financial year and current estimates from Housing and Technical Resources suggest an outturn of £36.860 million. This is an underspend of £3.721 million and reflects the anticipated timing of spend in relation to the Urban Park Development of the former Blairbeth Golf Course site and the continued work of the Housing Investment Programme, including external works where programmes have been impacted due to the extended period of cold weather. Funding for these projects will also carry forward into next financial year.

5.2.3. Period 13 Position

Budget for the period is £30.333 million and spend to 2 March 2018 amounts to £29.247 million (72.07%). This represents expenditure of £1.086 million behind profile and reflects the timing of spend on Blairbeth Golf Course and the Housing Investment Programme.

5.2.4. As at 2 March 2018, £29.247 million of funding had been received.

5.2.5. Regular monitoring of both the General Fund Programme and the Housing Programme is carried out in detail by the Financial Resources Scrutiny Forum and reported on a regular basis to this Committee.

6. Other Implications

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)

11 April 2018

Link(s) to Council Values/Ambitions/Objectives

- Accountable, Effective, Efficient and Transparent

Previous References

- Executive Committee, 28 February 2018

List of Background Papers

Capital Ledger prints to 2 March 2018

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

Projects with Underspends in 2017/18	Completion Date
School Modernisation:	
St John's Primary School – classroom extension	12 September 2018
Hallside Primary School	25 May 2018
Tinto Primary School	20 April 2018 - Now Complete
Crawforddyke Primary School – classroom extension	Review of requirements re extension and the implications of 1140 hours ongoing.
Underbank Primary School (includes additional funding from Scottish Futures Trust of £1.6m)	5 October 2018
St Patrick's Primary School	20 April 2018 - Now Complete
Walston Primary School (Includes additional funding from SFT of £1.4m)	29 March 2019
Crawford Primary School	4 May 2018 - Project complete
Other small underspends in Education programme	Funding will carry into 2018/19 to progress jobs including 1140 hours nursery.
Other Capital Projects :	
Vacant and Derelict Land – Shawfield and Glen Esk projects (£1.3m)	Approval for the Glen Esk project was only obtained from the Scottish Government in late November 2017. Works scheduled for completion by March 2019 (as per Local Delivery Plan).
City Deal – Community Growth Areas (£1.1m)	Projects will continue over the years of the City Deal programme.
Street Lighting Works (£2m)	Funding covers the whole capital programme timescale, so projects will continue through to 2019/20.
Roads Improvement Programme (£1.2m)	Multi-year programme of works. Underspend reflects projects not carried out across the 4 areas due to bad weather conditions. Will be carried forward into final year 2018/19.

SOUTH LANARKSHIRE COUNCIL
CAPITAL EXPENDITURE 2017/18
GENERAL FUND PROGRAMME
FOR PERIOD 1 APRIL 2017 TO 2 MARCH 2018

APPENDIX 2

	£m	£m
Total 2017/18 Budget Approved (Council, 16 February 2017)		112.839
Net Slippage from Previous Years		8.649
Transfers to Revenue:		
- Private Housing Scheme of Assistance	(1.000)	
- Planned Maintenance	<u>(4.301)</u>	(5.301)
Carry Forward Adjustment from 2016/17 Outturn		0.039
Reduction in Primary School Modernisation Programme requirement		(5.500)
Reduction in Street Lighting requirement:		
- LED's	(2.395)	
- Columns	<u>(1.048)</u>	(3.443)
Reduction in Glasgow City Region City Deal requirement		(16.531)
Total Original 2017/18 Budget including Carry Forward		90.752
Previously Approved Adjustments		(12.510)
Proposed Adjustments		0.000
Total Revised Budget including Carry Forward		78.242

<u>Resource</u>	<u>Approved</u> <u>2017/18</u> <u>Budget</u> <u>£m</u>	<u>C/F</u> <u>From</u> <u>2016/17</u> <u>£m</u>	<u>Previous</u> <u>Year</u> <u>Adj'ments</u> <u>£m</u>	<u>Total</u> <u>Original</u> <u>2017/18</u> <u>Budget</u> <u>£m</u>	<u>Previous</u> <u>Period</u> <u>Approved</u> <u>Adj'ment</u> <u>£m</u>	<u>Period 13</u> <u>Proposed</u> <u>Adj'ments</u> <u>£m</u>	<u>Revised</u> <u>2017/18</u> <u>Budget</u> <u>£m</u>
Community & Enterprise	52.174	1.059	(16.404)	36.829	(5.979)	0.000	30.850
Education	40.349	(1.519)	(1.969)	36.861	3.556	0.000	40.417
Finance & Corporate	1.026	(0.102)	0.680	1.604	0.355	0.000	1.959
Housing & Technical	7.994	0.492	(4.433)	4.053	0.558	0.000	4.611
Social Work	11.296	0.109	0.000	11.405	(11.000)	0.000	0.405
Total	112.839	0.039	(22.126)	90.752	(12.510)	0.000	78.242

Proposed Adjustments**Community and Enterprise Resources****Rural Development Centre, Lanark**

As reported to the Community and Enterprise Resources Committee on 6 March 2018, funding of £0.800m was secured from the Scottish Government's Regeneration Capital Grant Fund (RCGF) to create a Rural Development Centre in Lanark. The works would encompass new business office accommodation and community benefits. In order to reflect the timescales for this project to commence on site, the 2018/19 Capital Programme will be increased by £0.800m.

£0.800m
(£0.800m)

Hamilton Community Growth Area - Highstonehall Road, Hamilton

Approval was granted at the Housing and Technical Resources Committee meeting on 7 March 2018 to dispose of the site at Highstonehall Road, Hamilton. Off-site road upgrades with associated works and site preparation of the Council's affordable housing area, were identified as potential areas for support and a bid of £1.600m has been included in the current Glasgow City Region City Deal Programme. This bid is subject to City Deal approval, with the Final Business Case due to be submitted to the Chief Executive's Group late summer 2018. Until this is agreed, and to allow the project to progress, approval is sought to fund these works in the interim from the capital receipt from the sale of the site. This affects funding only. The overall planned spend will not change.

-

Minor Adjustments

-

Total Adjustments

£0.000m

SOUTH LANARKSHIRE COUNCIL
CAPITAL EXPENDITURE 2017/18
GENERAL FUND PROGRAMME
FOR PERIOD 1 APRIL 2017 TO 2 MARCH 2018

APPENDIX 4

Expenditure	<u>2017/18</u> <u>Original</u> <u>Estimate inc</u> <u>C/F</u> £m	<u>2017/18</u> <u>Revised</u> <u>Budget</u> £m	<u>2017/18</u> <u>Budget to</u> <u>02/03/18</u> £m	<u>2017/18</u> <u>Actual to</u> <u>02/03/18</u> £m
General Fund Programme	90.752	78.242	58.301	48.599
Income	<u>2017/18</u> <u>Budget</u> £m	<u>2017/18</u> <u>Revised</u> <u>Budget</u> £m		<u>2017/18</u> <u>Actual</u> <u>To</u> <u>02/03/18</u> £m
Prudential Borrowing	53.461	33.389		33.389
Heritage Lottery / Sportscotland Grant	0.032	0.329		0.279
Developers Contributions	2.716	2.925		2.529
Partners (Including SPT, Sustrans, Viridor and Renewable Energy Fund)	0.808	3.115		1.480
Scottish Government:				
- Capital Grant	30.331	30.331		27.805
- Cycling, Walking and Safer Streets	0.433	0.433		0.000
- Vacant and Derelict Land	1.637	1.637		1.637
- Scotland's Energy Efficiency Programme (SEEP)	0.076	0.076		0.071
- Gaelic Education Hub	0.476	0.476		0.476
- Early Years 1,140 Hours	0.000	1.743		1.743
- Schools for the Future	0.000	2.492		1.734
Specific Reserves	0.511	1.026		1.026
Capital Receipts	0.000	0.000		0.000
Capital Financed from Current Revenue	0.271	0.271		0.271
TOTAL FUNDING	90.752	78.242		72.440

SOUTH LANARKSHIRE COUNCIL
CAPITAL EXPENDITURE 2017/18
HOUSING PROGRAMME
FOR PERIOD 1 APRIL 2017 TO 2 MARCH 2018

APPENDIX 5

	<u>2017/18</u> <u>Annual</u> <u>Budget</u> <u>£m</u>	<u>2017/18</u> <u>Revised</u> <u>Budget</u> <u>£m</u>	<u>2017/18</u> <u>Budget to</u> <u>02/03/18</u> <u>£m</u>	<u>2017/18</u> <u>Actual to</u> <u>02/03/18</u> <u>£m</u>
Expenditure				
2017/18 Budget incl carry forward from 2016/17	39.709	40.581	30.333	29.247
Income	<u>2017/18</u> <u>Annual</u> <u>Budget</u> <u>£m</u>	<u>2017/18</u> <u>Revised</u> <u>Budget</u> <u>£m</u>		<u>2017/18</u> <u>Actual to</u> <u>02/03/18</u> <u>£m</u>
Capital Receipts – House Sales	5.872	5.872		6.138
Capital Receipts – Land Sales	0.000	0.000		0.063
Capital Funded from Current Revenue	18.997	19.520		19.520
Prudential Borrowing	9.890	9.890		2.153
Specific Grant				
- Scottish Government – New Council Houses	4.830	4.830		1.262
- Scottish Government – Mortgage to Rent	0.120	0.120		0.050
- Scottish Natural Heritage	0.000	0.349		0.000
- Home Energy Efficiency Programme (HEEP)	0.000	0.000		0.061
	39.709	40.581		29.247

Report

4

Report to: **Executive Committee**
 Date of Meeting: **16 May 2018**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Revenue Budget Monitoring for Period 13 - 1 April 2017 to 2 March 2018 and 2017/2018 Probable Outturn**

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 2017 to 2 March 2018, and a projection for the year

2. Recommendation(s)

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

- (1) that the monitoring underspend of £1.177 million on the General Fund Revenue Account at 2 March 2018 as detailed in Appendix 1 of the report and the forecast position of an underspend of £0.500 million to 31 March 2018, be noted; and
- (2) that the breakeven position on the Housing Revenue Account at 2 March 2018 and the forecast to 31 March 2018 of breakeven (Appendix 2), be noted.

3. Background

3.1. This is an overview report summarising the General Services Monitoring Position regarding actual expenditure and income to 2 March 2018, compared with the budget for the same period (section 4). This is provided on a Resource basis in Appendix 1 to the report and a subjective basis in Appendix 2.

2017/18 General Services Monitoring Position

4. Financial Position as at 2 March 2018

- 4.1. As at 2 March 2018, Appendix 1 of the report details an underspend of £1.177 million (4.6%) against the phased budget. This position reflects underspends anticipated on Education Resources as well as a number of Corporate Items (such as Utilities, Rates and Auto Enrolment), which are partially offset by an overspend on Community and Enterprise Resources and Social Work Resources.
- 4.2. An improved position is currently being seen in Social Work, primarily due to Care Home numbers fluctuating over the winter months and additional income from clients as a result of financial assessments. This position will be monitored over the coming months. In addition, Loan Charges and Council Tax collected are expected to improve from the position reported at Probable Outturn.

- 4.3. **Winter Maintenance:** The figures included in Appendix 1 take us to 2 March 2018. As reported to the Executive Committee on 28 March 2018, the Bellwin Scheme had been activated and at that time, it was anticipated that the Council would be able to reclaim eligible costs, above its allocated threshold of £1.352 million, in respect of the recent inclement weather.
- 4.4. On 6 April 2018, COSLA received correspondence from the Scottish Government recognising councils' efforts in responding to the exceptional weather. The letter also recognised that councils have faced financial pressures to deal with the damage caused to the roads network, and confirmed that an additional £10 million will be shared equitably across all councils. This funding is in place of the Bellwin Scheme and no further payments will be made.
- 4.5. The Scottish Government has confirmed the Council's share of the £10 million, being £0.509 million. The funding will be provided through Transport Scotland. This funding is significantly less than the additional costs experienced this winter.
- 4.6. It is estimated that the net cost of winter this year will be approximately £7.2 million. This is £1.5 million higher than the estimate of £5.7 million included within the probable outturn position. This additional £1.5 million will be funded from a draw from the Winter Maintenance Reserve (£0.500 million), the £0.509 million allocation from the Scottish Government (4.5. above) and the balance from the overall Council position due to the improved outturn anticipated.
- 4.7. **Trading Operations:** Included within the underspend position for the General Fund Revenue Account in 4.1 above are the Trading Operations. As at 2 March 2018, the actual surpluses achieved by the Trading Operations total £8.680 million, representing an under recovery of £0.145 million against the phased budget.
- 4.8. **General Revenue Grant**
The Local Government Finance (Scotland) Order was approved on 6 March 2018. The Order included an additional £2.053 million of General Revenue Grant to be received in 2017/2018. However, this relates to 2018/2019 funding which the Government paid over early. This was transferred to the Balance Sheet at the year end as prepaid grant and therefore there is no requirement to amend the 2017/2018 budget.
- 4.9. **Other Funding**
There has been no additional funding notified to Resources since the last report.
- 5. 2017/2018 General Services Probable Outturn**
- 5.1. Following the probable outturn exercise, the financial forecast for year ended 31 March 2018, has been confirmed. Taking account of all known commitments, the figures at Appendix 1 and 2 show an underspend position of £0.500 million on the current year budget, which will be transferred to the Uncommitted General Fund at the end of the financial year.
- 5.2. This final outturn position includes transfers to reserves of £11.018 million from Resources and £10.852 million additional Corporate transfers.
- 6. Housing Revenue Account Position**
- 6.1. As at 2 March 2018, Appendix 3 of the report shows a breakeven position against the phased budget on the Housing Revenue Account, after taking account of the proposed transfer to reserves of £0.029 million. The forecast to 31 March 2018 on the Housing Revenue Account is a breakeven position.

7. Employee Implications

7.1. None.

8. Financial Implications

8.1. As detailed in the report.

9. Other Implications

9.1. 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.

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

10. Equality Impact Assessment and Consultation Arrangements

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

10.2. There 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)

12 March 2018

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 2 March 2018

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 2 March 2018 (No.13)

<u>Committee</u>	Annual Budget	Forecast Before Transfers	Forecast After Transfers	Annual Forecast Variance (After Transfers)	Budget Proportion to 02/03/18	Actual to Period 13 02/03/18	Variance to 02/03/18	
Departments:	£m	£m	£m	£m	£m	£m	£m	
Community and Enterprise Resources	120.135	120.501	120.819	(0.684)	106.651	107.239	(0.588)	over
Facilities Streets and Waste (Inc. Support)	62.736	62.865	62.975	(0.239)	55.904	56.084	(0.180)	over
Environmental Services (Inc. Projects)	4.542	4.401	4.401	0.141	4.106	3.971	0.135	under
Leisure and Culture Services	18.765	18.722	18.722	0.043	18.719	18.678	0.041	under
Planning and Economic Development	4.665	4.942	5.150	(0.485)	3.224	3.331	(0.107)	over
Roads	29.427	29.571	29.571	(0.144)	24.698	25.175	(0.477)	over
Education Resources	296.372	289.832	295.730	0.642	256.542	255.916	0.626	under
Finance and Corporate Resources	33.912	33.621	33.912	0.000	39.218	39.218	0.000	-
Finance Services	16.118	15.926	15.926	0.192	21.262	21.042	0.220	under
Audit and Compliance Services	0.421	0.445	0.445	(0.024)	0.522	0.547	(0.025)	over
Information Technology Services	3.902	3.902	3.902	0.000	4.344	4.344	0.000	-
Communications and Strategy Services	1.046	1.164	1.164	(0.118)	1.213	1.408	(0.195)	over
Administration and Licensing Services	5.756	5.806	5.806	(0.050)	5.683	5.683	0.000	-
Personnel Services	6.669	6.378	6.669	0.000	6.194	6.194	0.000	-
Housing and Technical Resources	23.967	23.308	23.967	0.000	21.802	21.802	0.000	-
Housing Services	7.639	6.784	7.443	0.196	4.991	4.915	0.076	under
Property Services	16.328	16.524	16.524	(0.196)	16.811	16.887	(0.076)	over
Social Work Resources	139.279	140.203	140.203	(0.924)	119.519	119.770	(0.251)	over
Performance and Support Services	7.944	7.544	7.544	0.400	7.520	7.211	0.309	under
Children and Family	27.200	28.224	28.224	(1.024)	25.253	26.124	(0.871)	over
Adults and Older People	103.169	103.553	103.553	(0.384)	85.907	85.681	0.226	under
Justice and Substance Misuse	0.966	0.882	0.882	0.084	0.839	0.754	0.085	under
Joint Boards	2.363	2.363	2.363	0.000	2.212	2.212	0.000	-
	616.028	609.828	616.994	(0.966)	545.944	546.157	(0.213)	over
Resource Forecast Variance BEFORE Transfers		6.200						

<u>Committee</u>	Annual Budget	Forecast Before Transfers	Forecast After Transfers	Annual Forecast Variance (after Transfers)	Budget Proportion to 02/03/18	Actual to Period 13 02/03/18	Variance to 02/03/18	
	£m	£m	£m	£m	£m	£m	£m	
Service Departments Total	616.028	609.828	616.994	(0.966)	545.944	546.157	(0.213)	over
Trading Accounts Surplus	(9.907)	(9.753)	(9.753)	(0.154)	(8.825)	(8.680)	(0.145)	over
CFCR	0.707	0.271	0.271	0.436	0.707	0.271	0.436	under
Loan Charges	57.751	52.501	52.501	5.250	53.626	48.751	4.875	under
Corporate Items	7.054	3.456	4.808	2.246	6.550	4.465	2.085	under
Transfer to Reserves	0.000	0.000	10.852	(10.852)	0.000	10.077	(10.077)	over
Total Expenditure	671.633	656.303	675.673	(4.040)	598.002	601.041	(3.039)	over
Council Tax	137.458	142.218	140.718	3.260	127.640	130.667	3.027	over
Less: Council Tax Reduction Scheme	(21.370)	(19.090)	(20.090)	1.280	(19.844)	(18.655)	1.189	under
Net Council Tax	116.088	123.128	120.628	4.540	107.796	112.012	4.216	over
General Revenue Grant	254.812	254.812	254.812	0.000	236.611	236.611	0.000	-
Non Domestic Rates	287.862	287.862	287.862	0.000	267.300	267.300	0.000	-
Transfer from Reserves	12.871	12.871	12.871	0.000	11.952	11.952	0.000	-
Total Income	671.633	678.673	676.173	4.540	623.659	627.875	4.216	over
Net Expenditure / (Surplus) Before Transfers to Reserves	0.000	(22.370)	(0.500)	0.500	(25.657)	(26.834)	1.177	under

	Annual Budget	Forecast for Year	Forecast After Transfers	Annual Forecast Variance (after Transfers)
	£m	£m	£m	£m
Net Expenditure / (Surplus) Before Transfers to Reserves	0.000	(22.370)	-	-
Transfers to Specific Reserves	0.000	5.102	-	-
(Surplus) After Transfers to Specific Reserves	0.000	(17.268)	-	-
Transfer to Earmarked General Fund	0.000	16.768	-	-
Surplus for Year Transferred to Uncommitted General Fund	0.000	(0.500)	(0.500)	0.500

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report (including Transfers to Reserves)

Period Ended 2 March 2018 (No.13)

<u>Budget Category</u>	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion to 02/03/18	Actual to Period 13 02/03/18	Variance to 02/03/18	
	£m	£m	£m	£m	£m	£m	
Service Departments:							
Expenditure							
Employee Cost	405.776	404.241	1.535	363.267	361.419	1.848	under
Property Costs	55.052	54.239	0.813	47.973	47.404	0.569	under
Supplies and Services	32.077	33.175	(1.098)	22.541	23.607	(1.066)	over
Transport Costs	22.686	23.855	(1.169)	20.614	21.600	(0.986)	over
Administration Costs	12.198	12.679	(0.481)	9.379	9.773	(0.394)	over
Payments to Other Bodies	53.734	53.218	0.516	45.024	44.810	0.214	under
Payments to Contractors	178.229	179.448	(1.219)	152.943	154.224	(1.281)	over
Transfer Payments	2.656	2.715	(0.059)	2.603	2.645	(0.042)	over
Housing Benefits	89.624	89.624	0.000	78.984	78.984	0.000	-
Financing Charges (controllable)	1.615	1.510	0.105	1.521	1.452	0.069	under
Total	853.647	854.704	(1.057)	744.849	745.918	(1.069)	over
Service Departments Total	853.647	854.704	(1.057)	744.849	745.918	(1.069)	over
Trading Accounts Surplus	(9.907)	(9.753)	(0.154)	(8.825)	(8.680)	(0.145)	over
CFCR	0.707	0.271	0.436	0.707	0.271	0.436	under
Loan Charges	57.751	52.501	5.250	53.626	48.751	4.875	under
Corporate Items	7.054	4.808	2.246	6.550	4.465	2.085	under
Transfer to Reserves	0.000	10.852	(10.852)	0.000	10.077	(10.077)	over
Total Expenditure	909.252	913.383	(4.131)	796.907	800.802	(3.895)	over
Income							
Housing Benefit Subsidy	84.184	83.934	(0.250)	72.867	72.673	(0.194)	under rec
Other Income	153.435	153.776	0.341	126.038	127.088	1.050	over rec
General Revenue Grant	254.812	254.812	0.000	236.611	236.611	0.000	-
Non Domestic Rates	287.862	287.862	0.000	267.300	267.300	0.000	-
Council Tax (Net of Council Tax Reduction Scheme)	116.088	120.628	4.540	107.796	112.012	4.216	
Transfer from Reserves	12.871	12.871	0.000	11.952	11.952	0.000	
Total Income	909.252	913.883	4.631	822.564	827.636	5.072	over rec
Net Expenditure	0.000	(0.500)	0.500	(25.657)	(26.834)	1.177	under

SOUTH LANARKSHIRE COUNCIL
Revenue Budget Monitoring Report
Period Ended 2 March 2018 (No.13)
Housing Revenue Account

	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion to 02/03/18	Actual to Period 12 02/03/18	Variance to 02/03/18		%	Note
	£m	£m	£m	£m	£m	£m			
Employee Costs	12.639	12.197	0.442	11.373	10.991	0.382	under	3.4%	1
Property Costs	37.938	39.460	(1.522)	31.432	32.323	(0.891)	over	(2.8%)	2
Supplies & Services	0.610	0.619	(0.009)	0.520	0.516	0.004	under	0.8%	
Transport & Plant	0.216	0.176	0.040	0.183	0.145	0.038	under	20.8%	
Administration Costs	5.886	5.903	(0.017)	0.660	0.655	0.005	under	0.8%	
Payments to Other Bodies	3.490	3.232	0.258	0.063	0.076	(0.013)	over	(20.6%)	
Payments to Contractors	0.100	0.061	0.039	0.095	0.052	0.043	under	45.3%	
Transfer Payments	0.000	0.000	0.000	0.000	0.000	0.000	-	0.0%	
Financing Charges	19.520	19.513	0.007	19.587	19.574	0.013	under	0.1%	
Total Controllable Expenditure	80.399	81.161	(0.762)	63.913	64.332	(0.419)	over	(0.7%)	
Total Controllable Income	(95.401)	(95.664)	0.263	(79.732)	(79.607)	(0.125)	under rec	(0.2%)	3
Transfer to/(from) Balance Sheet	0.619	0.029	0.590	0.571	0.027	0.544	under	95.3%	4
Net Controllable Expenditure	(14.383)	(14.474)	0.091	(15.248)	(15.248)	0.000	-	0.0%	
Add: Non Controllable Budgets									
Financing Charges	14.383	14.474	(0.091)	0.000	0.000	0.000	-	0.0%	
Total Budget	0.000	0.000	0.000	(15.248)	(15.248)	0.000	-	0.0%	

Variance Explanations

1. Employee Costs

This underspend reflects the current turnover levels within the service and also underspends on overtime.

2. Property Costs

This overspend is due to repairs and grounds maintenance works which are demand led services and will be managed within the overall budget.

3. Income

The under recovery of income is the result of additional Council House sales prior to the removal of the Right to Buy Scheme and also lower than anticipated rental income from new build accommodation. There is also an under recovery of income from lock up garages.

4. Transfer to/(from) Balance Sheet

The level of funding to be transferred from the HRA Reserves to manage the current year budget is lower than anticipated. This unused funding will be carried forward in the reserve for use in future years.

Report

5

Report to: **Executive Committee**
 Date of Meeting: **16 May 2018**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Trading Services Financial Performance for Period
1 April 2017 to 2 March 2018**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide information on the estimated surplus for each of the Council's Trading Operations
- ◆ provide information on the actual surplus as at 2 March 2018 (Period 13)
- ◆ provide an update on the projected results for the financial year 2017/2018

2. Recommendation(s)

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

- (1) that the surplus achieved to 2 March 2018 of £8.680 million, as detailed in Appendix A of the report, be noted; and
- (2) that following the probable outturn exercise, the revised forecast surplus to 31 March 2018 of £9.753 million, be noted.

3. Background

Trading Operations Position

- 3.1. At the start of the financial year, an estimated target for Trading Operations' surpluses was set at £14.323 million for 2017/2018. Throughout the year, budget movements have amended this and at the end of the period to 2 February 2018, the estimated surplus for the year stood at £9.907 million.
- 3.2. There have been no further adjustments in the period to 2 March 2018.
- 3.3. Following the probable outturn exercise, the financial forecast for year ended 31 March 2018, has been confirmed. Taking account of all known commitments, the figures at Appendix A show a surplus of £9.753 million which represents an under recovery against surplus of £0.154 million on the current year budget.
- 3.4. This reflects a decreased surplus within Fleet (£0.071 million) and Roads (£0.083 million).
- 3.5. Details of the financial performance of each of the individual Trading Operations is provided in appendix A to this report.
- 3.6. This budgeted surplus sum will continue to be taken as a minimum target for achievement by the Trading Operations. Effort will be maintained to maximise results during the remainder of this financial year.

4. Employee Implications

- 4.1. None

5. Financial Implications

- 5.1. As at 2 March 2018, the actual surpluses achieved by the Trading Operations total £8.680 million.

6. Other Implications

- 6.1. The main risk associated with the Trading Operations' Budgets is that there is a reduction in the surplus achieved. The risk has been assessed as low given the detailed budget management applied across the Trading Operations. The risk is managed through four weekly Budget Monitoring Meetings at which any variance is analysed. In addition, the probable outturn exercise ensures early warning for corrective action to be taken where appropriate.
- 6.2. There are no implications for sustainability in terms of the information contained in this report.

7. Equality Impact Assessment and Consultation Arrangements

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

Paul Manning

Executive Director (Finance and Corporate Resources)

13 April 2018

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 2 March 2018

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 2 March 2018 (No.13)
Trading Operations

	2017/2018 Revenue Budget Surplus	2017/18 Forecast Revenue Budget Surplus	Phased Budget (Surplus) at 02/03/18	Actual (Surplus) / Deficit at 02/03/18	Variance at 02/03/18	
Trading Service	£m	£m	£m	£m	£m	
Fleet	(1.957)	(1.886)	(1.807)	(1.740)	(0.067)	under surplus
Roads	(3.820)	(3.737)	(3.527)	(3.449)	(0.078)	under surplus
Property Services	(4.130)	(4.130)	(3.491)	(3.491)	0.000	-
Total	(9.907)	(9.753)	(8.825)	(8.680)	(0.145)	under surplus

Report

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Report to:	Executive Committee
Date of Meeting:	16 May 2018
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 (28 March 2018)

2. Recommendation(s)

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

- (1) that the additional revenue funding of £2.831 million, and additional capital funding of £0.098 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 2018/2019, 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 £2.089 million has been identified for 2018/2019. In addition, notification of £0.742 million of funding for 'Inclusion as Prevention – Early Action System Change Fund', has been received. The funding is being provided by the Big Lottery Fund, and will be received over the next five years, based on timescales which will be determined by the detailed delivery plan.
- 5.2. Additional capital funding of £0.098 million has been identified for 2018/2019.

- 5.3. 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

- 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)

24 April 2018

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, Effective and Efficient

Previous References

- ◆ Executive Committee, 31 March 2018

List of Background Papers

- ◆ Additional Funding Reports: 21 February 2018 to 18 April 2018

Contact for Further Information

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

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Additional Revenue Funding

Resource	Description	2018/19 £m	2019/20 £m	2020/21 £m	Total £m	Method
Community and Enterprise Resources	Participatory Budgeting – Match Funding Support	0.030	0.000	0.000	0.030	Big Lottery Grant
Housing and Technical Resources	Home Energy Efficiency Programmes for Scotland – Area Based Schemes (HEEPS-ABS)	2.059	0.000	0.000	2.059	Scottish Government Grant
	TOTAL REVENUE FUNDING*	2.089	0.000	0.000	2.089	

*Additionally, notification of £0.742 million of funding over the next five years for 'Inclusion as Prevention – Early Action System Change Fund', has been received from the Big Lottery Fund. Timescales which will be determined by the detailed delivery plan.

Additional Capital Funding

Resource	Description	2018/19 £m	2019/20 £m	2020/21 £m	Total £m	Method
Community and Enterprise Resources	Play 4 All – Kirkfieldbank	0.098	0.000	0.000	0.098	WREN Grant Funding
	TOTAL CAPITAL FUNDING	0.098	0.000	0.000	0.098	

Report

7

Report to:	Executive Committee
Date of Meeting:	16 May 2018
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Review of the Code of Corporate Governance and Annual Governance Statement
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ Provide an update on the evaluation of the 2016/2017 Annual Governance process and of the changes made to the Local Code of Corporate Governance and the Annual Governance Statement.

2. Recommendation(s)

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

- (1) that the Review of the Code of Corporate Governance and Annual Governance Statement is noted;
- (2) that the Local Code of Corporate Governance be approved; and
- (3) that this report is presented to the Risk and Audit Scrutiny Forum for noting.

3. Background

- 3.1. Each year the council undertakes a comprehensive review of the governance arrangements that are required to support the council's financial and operational controls. The annual review of governance arrangements informs the Governance Statement which is included within the council's Annual Accounts.
- 3.2. On 1 April 2016 a new governance framework came into effect, Delivering Good Governance in Local Government and the guidance for Scottish Local Authorities was published in December 2016. The framework was established by the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Society of Local Authority Chief Executives (SOLACE). Changes were made to the Annual Governance Self-Assessment process in 2016/2017 to meet the principles and requirements contained within the new framework; however further work to review the council's wider governance framework was required.

4. Evaluation of the 2016/2017 Annual Governance Process

- 4.1. On completion of the 2016/2017 Annual Review of Governance Arrangements, representatives from the Governance Group undertook a full review of the process and the associated documentation.
- 4.2. The review was completed in accordance with the principles and requirements contained within the new framework and also took account of feedback received from the council's external auditor. Work was undertaken to identify best practice in other Local Authorities and this learning has also informed the review.

4.3. Some of the key outcomes of the review are listed below:-

- ◆ A new Local Code of Corporate Governance
- ◆ A new Annual Governance Statement Template
- ◆ Alignment of all key documents with the principles and requirements contained within the CIPFA/SOLACE framework, thereby creating a golden thread between the Local Code of Corporate Governance; the Annual Corporate and Resource Self-Assessment Checklists; and the Annual Governance Statement
- ◆ The inclusion of “peer reviews” at stages of the Annual Review of Governance Arrangements to identify best practice and share learning across Resources
- ◆ A more streamlined reporting process for the annual governance improvement actions to reduce current duplication. Improvement actions specific to each Resource will continue to be reported through the Resource Planning process and only those actions that are “significant” or will impact all Resources will be reported through the Governance Improvement Plan. Resources will continue to be required to demonstrate how they have improved governance arrangements in their Annual Director’s Statement of Assurance

5. Local Code of Corporate Governance

- 5.1. To achieve good governance, the council should be able to demonstrate that its governance structures comply with the principles contained in the CIPFA/SOLACE framework and should therefore develop and maintain a Local Code of Governance and governance arrangements reflecting these principles. A new Local Code of Corporate Governance has been developed to meet these requirements.
- 5.2. The new Code comprises of a framework of policies, procedures, behaviours and values by which the council is controlled and governed. It shows how the council will continue to review the governance arrangements that are currently in place and implement improvements where necessary.

The document is split into two sections:-

- ◆ Section 1 outlines the actions and behaviours that demonstrate good governance as set out in the national framework (referred to at paragraph 3.2.)
- ◆ Section 2 provides links to the policies, procedures and other documentary evidence that demonstrate the council’s governance arrangements

These provide the structures and guidance that our elected members and employees need to ensure effective governance across the council. A copy of the draft Code is attached at Appendix 1.

- 5.3. Compliance with the Code will be reviewed as part of the Annual Review of Governance arrangements and will be evidenced through the Corporate Self-Assessment Checklist and through the Annual Governance Statement. To allow the Governance Group to focus on producing the Annual Governance Statement for approval by Committee in June each year, it is proposed that the annual update of the Code document takes place in autumn.

6. Annual Governance Statement

- 6.1. The new Governance Statement template has been developed to make clear linkages with the CIPFA/SOLACE framework and to provide an annual record of how the council complies with its Local Code of Corporate Governance. The template has been re-focussed to provide information on key governance arrangements and uses a diagram and links to other key governance documents to supplement the information.

- 6.2. The new template will be used for the forthcoming 2017/2018 Annual Governance Statement. A copy of the new Governance Statement Template is attached at Appendix 2.

7. Employee Implications

- 7.1. Officers will continue to attend the Good Governance Group and will commit time to review and monitor governance and assurance arrangements.
- 7.2. Officers will be assigned to lead on areas identified as improvement areas.
- 7.3. After approval of the Local Code of Corporate Governance, arrangements will be made to communicate this to all elected members and employees.

8. Financial Implications

- 8.1. There are no financial implications directly associated with this report.

9. Other Implications

- 9.1. The Annual Governance Statement will be subject to review by Audit Scotland as part of their consideration of the council's Annual Report.
- 9.2. There are no significant issues in terms of sustainability or risk directly associated with this report.

10. Equality Impact Assessment and Consultation Arrangements

- 10.1. All Resources, through senior officers, are involved in the progress, monitoring and review of governance good arrangements and the development of the Annual Governance Statement and Improvement Plan.
- 10.2. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required.

Paul Manning

Executive Director (Finance and Corporate Resources)

19 April 2018

Link(s) to Council Objectives/Values

- ◆ All Council Objectives and Values

Previous References

- ◆ None

List of Background Papers

- ◆ None

Contact for Further Information

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

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Draft Local Code of Corporate Governance 2018

Introduction

What is Corporate Governance?

South Lanarkshire Council has set the framework for strong Corporate Governance by having a clear vision which states that the council will:-

“Improve the quality of life of everyone in South Lanarkshire”

The function of good governance in the public sector is to ensure that organisations achieve their intended outcomes while acting in the public interest at all times. This means doing the right things, in the right way, for the right people, at the right time, in an inclusive, open, honest and accountable manner.

Purpose

This document sets out South Lanarkshire Council’s Local Code of Corporate Governance which has been produced in accordance with the principles and requirements contained within the framework established by the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Society of Local Authority Chief Executives (SOLACE) in the publication, Delivering Good Governance in Local Government Framework (2016 Edition) (referred to as “The Framework”). It comprises of a framework of policies, procedures, behaviours and values by which the council is controlled and governed. It shows how the council will continue to review the governance arrangements that are currently in place and implement improvements where necessary.

The Code is split into two sections:-

- Section 1 outlines the actions and behaviours that demonstrate good governance as set out in the framework; and
- Section 2 provides links to the policies, procedures and other documentary evidence that demonstrate the council’s governance arrangements.

These provide the structures and guidance that our councillors and employees need to ensure effective governance across the council.

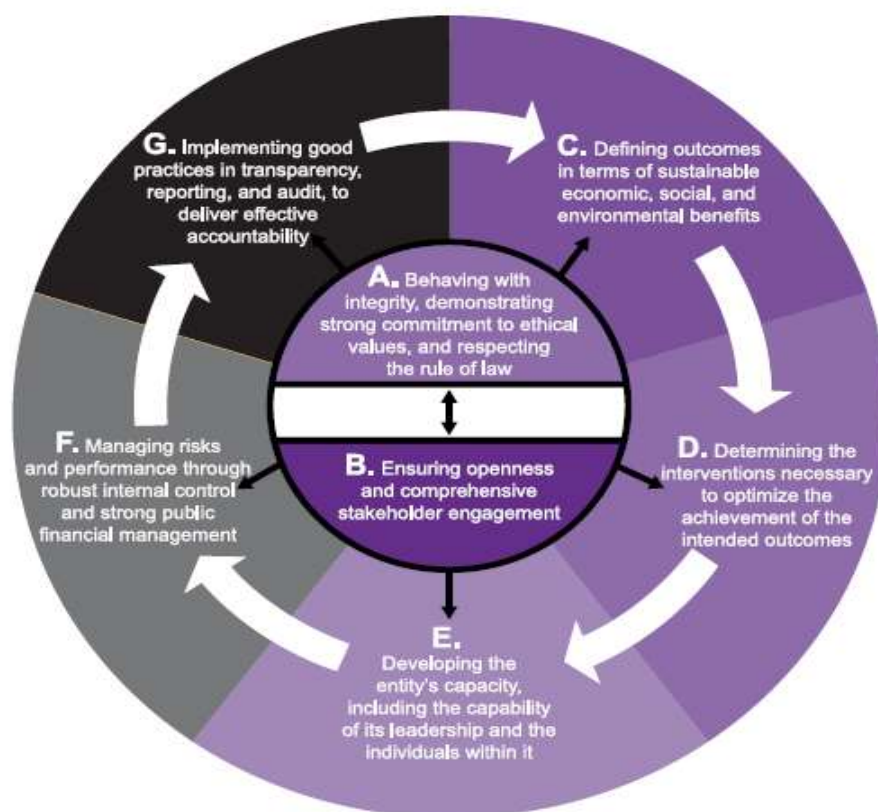
Good Governance in the Public Sector (The Framework)

The Framework defines the principles that should underpin the governance of each council and provides a structure to help councils with their approach to governance. Whatever arrangements are in place, councils should test their governance structures and partnerships against the principles contained in the Framework by:-

- reviewing existing governance arrangements;
- developing and maintaining an up-to-date local code of governance, including arrangements for ensuring ongoing effectiveness; and
- reporting publicly on compliance with their own code on an annual basis and on how they have monitored the effectiveness of their governance arrangements in the year and on planned changes.

To achieve good governance, each council should be able to demonstrate that its governance structures comply with the principles contained in this Framework. It should therefore develop and maintain a local code of governance/governance arrangements reflecting the principles set out.

The diagram below illustrates the various principles of good governance in the public sector and how they relate to each other:-



Further information regarding each of the above principles and the behaviours and actions that demonstrate good governance in practice are detailed at Section 1.

Monitoring and Review

The council will monitor its governance arrangements for their effectiveness in practice and will review them on a continuing basis to ensure that they are up to date.

Compliance with the Code

Compliance with the code will be assessed annually using the councils “Governance Assurance Framework”. This will be assessed by a governance working group which is chaired by the council’s monitoring officer and comprises of senior officers from each of the council’s five departments. The Internal Auditor also attends these meetings. The results of the assessment will be reported to the Risk and Audit Scrutiny Forum and the Executive Committee. This will incorporate recommendations for additions and/or improvements to the code to reflect any changes in the way in which the council does business or new legislation affecting the council’s governance arrangements.

Each year the council will publish an Annual Governance Statement. The Leader of the Council and the Chief Executive are required to produce this as part of the auditing of the council’s annual accounts. This will reflect the governance officer working group’s assessment of compliance; provide an opinion on the effectiveness of the council’s arrangements; and provide details of any improvements required. In addition, the council’s Internal Audit team will also conduct an annual independent audit reviewing the adequacy, effectiveness and extent of compliance with the code.

Certification

The council is committed to the seven principles of good corporate governance detailed within the Framework and demonstrates this commitment through the development, adoption and implementation of a Local Code of Corporate Governance.

We hereby certify our commitment to this Code of Corporate Governance and will make sure that the council continues to review, evaluate and develop the council's governance arrangements to ensure continuous improvement of the council's systems.

John Ross
Leader of the Council

Signature:

Date:

Lindsay Freeland
Chief Executive

Signature:

Date:

Section 1

Actions and behaviours that demonstrate good governance in practice

Principle A: Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law	
<p>Local government organisations are accountable not only for how much they spend, but also for how they use the resources under their stewardship. This includes accountability for outputs, both positive and negative, and for the outcomes they have achieved. In addition, they have an overarching responsibility to serve the public interest in adhering to the requirements of legislation and government policies. It is essential that, as a whole, they can demonstrate the appropriateness of all their actions across all activities and have mechanisms in place to encourage and enforce adherence to ethical values and to respect the rule of law.</p>	
Sub principles:	South Lanarkshire Council is committed to:-
A1: Behaving with integrity	Ensuring members and officers behave with integrity and lead a culture where acting in the public interest is visibly and consistently demonstrated thereby protecting the reputation of the council.
	Ensuring members take the lead in establishing specific standard operating principles or values for the council and its employees and that they are communicated and understood. These should build on the Seven Principles of Public Life (The Nolan Principles).
	Leading by example and using the above standard operating principles or values as a framework for decision making and other actions.
	Demonstrating, communicating and embedding the standard operating principles or values through appropriate policies and processes which are reviewed on a regular basis to ensure that they are operating effectively.
A2: Demonstrating strong commitment to ethical values	Seeking to establish, monitor and maintain the council's ethical standards and performance.
	Underpinning personal behaviour with ethical values and ensuring they permeate all aspects of the council's culture and operation.
	Developing and maintaining robust policies and procedures which place emphasis on agreed ethical values.
	Ensuring that external providers of services on behalf of the council are required to act with integrity and in compliance with ethical standards expected by the council.
A3: Respecting the rule of law	Ensuring members and employees demonstrate a strong commitment to the rule of the law as well as adhering to relevant laws and regulations.
	Creating the conditions to ensure that the statutory officers, other key post holders, and members, are able to fulfil their responsibilities in accordance with legislative and regulatory requirements.
	Striving to optimise the use of the full powers available for the benefit of citizens, communities and other stakeholders.
	Dealing with breaches of legal and regulatory provisions effectively.
	Ensuring corruption and misuse of power are dealt with effectively.

Principle B: Ensuring openness and comprehensive stakeholder engagement	
Local government is run for the public good, organisations therefore should ensure openness in their activities. Clear, trusted channels of communication and consultation should be used to engage effectively with all groups of stakeholders, such as individual citizens and service users, as well as institutional stakeholders.	
Sub principles:	South Lanarkshire Council is committed to:-
B1: Openness	Ensuring an open culture through demonstrating, documenting and communicating the council's commitment to openness.
	Making decisions that are open about actions, plans, resource use, forecasts, outputs and outcomes. The presumption is for openness. If that is not the case, a justification for the reasoning for keeping a decision confidential should be provided.
	Providing clear reasoning and evidence for decisions in both public records and explanations to stakeholders and being explicit about the criteria, rationale and considerations used. In due course, ensuring that the impact and consequences of those decisions are clear.
	Using formal and informal consultation and engagement to determine the most appropriate and effective interventions/courses of action.
B2: Engaging comprehensively with institutional stakeholders	Effectively engaging with institutional stakeholders to ensure that the purpose, objectives and intended outcomes for each stakeholder relationship are clear so that outcomes are achieved successfully and sustainably.
	Developing formal and informal partnerships to allow for resources to be used more efficiently and outcomes achieved more effectively.
	Ensuring that partnerships are based on: trust; a shared commitment to change; a culture that promotes and accepts challenge among partners and that the added value of partnership working is explicit.
B3: Engaging with individual citizens and service users effectively	Establishing a clear policy on the types of issues that the council will meaningfully consult with or involve individual citizens, service users and other stakeholders to ensure that service (or other) provision is contributing towards the achievement of intended outcomes.
	Ensuring that communication methods are effective and that members and officers are clear about their roles with regard to community engagement.
	Encouraging, collecting and evaluating the views and experiences of communities, citizens, service users and organisations of different backgrounds including reference to future needs.
	Implementing effective feedback mechanisms in order to demonstrate how views have been taken into account.
	Balancing feedback from more active stakeholder groups with other stakeholder groups to ensure inclusivity.
	Taking account of the impact of decisions on future generations of tax payers and service users.

Principle C: Defining outcomes in terms of sustainable economic, social, and environmental benefits

The long-term nature and impact of many of local government's responsibilities mean that it should define and plan outcomes and that these should be sustainable. Decisions should further the council's purpose, contribute to intended benefits and outcomes, and remain within the limits of authority and resources. Input from all groups of stakeholders, including citizens, service users, and institutional stakeholders, is vital to the success of this process and in balancing competing demands when determining priorities for the finite resources available.

Sub principles:	South Lanarkshire Council is committed to:-
C1: Defining Outcomes	Having a clear vision which is an agreed formal statement of the council's purpose and intended outcomes containing appropriate performance indicators, which provide the basis for the council's overall strategy, planning and other decisions.
	Specifying the intended impact on, or changes for, stakeholders including citizens and service users. It could be immediately or over the course of a year or longer.
	Delivering defined outcomes on a sustainable basis within the resources that will be available.
	Identifying and managing risks to the achievement of outcomes.
	Managing service users' expectations effectively with regard to determining priorities and making the best use of the resources available.
C2: Sustainable economic, social and environmental benefits	Considering and balancing the combined economic, social and environmental impact of policies and plans when taking decisions about service provision.
	Taking a longer-term view with regard to decision making, taking account of risk and acting transparently where there are potential conflicts between the council's intended outcomes and short-term factors such as the political cycle or financial constraints.
	Determining the wider public interest associated with balancing conflicting interests between achieving the various economic, social and environmental benefits, through consultation where possible, in order to ensure appropriate trade-offs.
	Ensuring fair access to services.

Principle D: Determining the interventions necessary to optimise the achievement of the intended outcomes

Local government achieves its intended outcomes by providing a mixture of legal, regulatory, and practical interventions (courses of action). Determining the right mix of these courses of action is a critically important strategic choice that local government has to make to ensure intended outcomes are achieved. They need robust decision-making mechanisms to ensure that their defined outcomes can be achieved in a way that provides the best trade-off between the various types of resource inputs while still enabling effective and efficient operations. Decisions made need to be reviewed frequently to ensure that achievement of outcomes is optimised.

Sub principles:	South Lanarkshire Council is committed to:-
D1: Determining interventions	Ensuring decision makers receive objective and rigorous analysis of a variety of options indicating how intended outcomes would be achieved and associated risks. Therefore ensuring best value is achieved however services are provided.
	Considering feedback from citizens and service users when making decisions about service improvements or where services are no longer required in order to prioritise competing demands within limited resources available including people, skills, land and assets and bearing in mind future impacts.
D2: Planning interventions	Establishing and implementing robust planning and control cycles that cover strategic and operational plans, priorities and targets.
	Engaging with internal and external stakeholders in determining how services and other courses of action should be planned and delivered.
	Considering and monitoring risks facing each partner when working collaboratively, including shared risks.
	Ensuring arrangements are flexible and agile so that the mechanisms for delivering goods and services can be adapted to changing circumstances.
	Establishing appropriate key performance indicators (KPIs) as part of the planning process in order to identify how the performance of services and projects is to be measured.
	Ensuring capacity exists to generate the information required to review service quality regularly.
	Preparing budgets in accordance with objectives, strategies and the medium term financial plan.
	Informing medium and long-term resource planning by drawing up realistic estimates of revenue and capital expenditure aimed at developing a sustainable funding strategy.
D3: Optimising achievement of intended outcomes	Ensuring the medium term financial strategy integrates and balances service priorities, affordability and other resource constraints.
	Ensuring the budgeting process is all-inclusive, taking into account the full cost of operations over the medium and longer term.
	Ensuring the medium-term financial strategy sets the context for ongoing decisions on significant delivery issues or responses to changes in the external environment that may arise during the budgetary period in order for outcomes to be achieved while optimising resource usage.
	Ensuring the achievement of 'social value' through service planning and commissioning.

Principle E: Developing the entity's capacity, including the capability of its leadership and the individuals within it

Local government needs appropriate structures and leadership, as well as people with the right skills, appropriate qualifications and mindset, to operate efficiently and effectively and achieve intended outcomes within the specified periods. A local government organisation must ensure that it has both the capacity to fulfil its own mandate and to make certain that there are policies in place to guarantee that its management has the operational capacity for the organisation as a whole. Because both individuals and the environment in which an organisation operates will change over time, there will be a continuous need to develop its capacity as well as the skills and experience of individual staff members. Leadership in local government is strengthened by the participation of people with many different types of backgrounds, reflecting the structure and diversity of communities.

Sub principles:	South Lanarkshire Council is committed to:-
E1: Developing the entity's capacity	Reviewing operations, performance and use of assets on a regular basis to ensure their continuing effectiveness.
	Improving resource use through appropriate application of techniques such as benchmarking and other options in order to determine how resources are allocated so that defined outcomes are achieved effectively and efficiently.
	Recognising the benefits of partnerships and collaborative working where added value can be achieved.
	Developing and maintaining an effective workforce plan to enhance the strategic allocation of resources.
E2: Developing the capability of the entity's leadership and other individuals	Developing protocols to ensure that elected and appointed leaders negotiate with each other regarding their respective roles early on in the relationship and that a shared understanding of roles and objectives is maintained.
	Publishing a statement that specifies the types of decisions that are delegated and those reserved for the collective decision making of the governing body.
	Ensuring the leader and the chief executive have clearly defined and distinctive leadership roles within a structure whereby the chief executive leads in implementing strategy and managing the delivery of services and other outputs set by members and each provides a check and a balance for each other's authority.
	Developing the capabilities of members and senior management to achieve effective leadership and to enable the council to respond successfully to changing legal and policy demands as well as economic, political and environmental changes and risks by: <ul style="list-style-type: none"> • Ensuring members and employees have access to appropriate induction tailored to their role and that ongoing training and development matching individual and council requirements is available and encouraged; • Ensuring members and officers have the appropriate skills, knowledge, resources and support to fulfil their roles and responsibilities and ensuring that they are able to update their knowledge on a continuing basis; and • Ensuring personal, organisational and system-wide development through shared learning, including lessons learnt from governance weaknesses both internal and external.
	Ensuring that there are structures in place to encourage public

	participation.
	Taking steps to consider the leadership's own effectiveness and ensuring leaders are open to constructive feedback from peer review and inspections.
	Holding staff to account through regular performance reviews which take account of training or development needs.
	Ensuring arrangements are in place to maintain the health and wellbeing of the workforce and support individuals in maintaining their own physical and mental wellbeing.

Principle F: Managing risks and performance through robust internal control and strong public financial management

Local government needs to ensure that the organisations and governance structures that it oversees have implemented, and can sustain, an effective performance management system that facilitates effective and efficient delivery of planned services. Risk management and internal control are important and integral parts of a performance management system and are crucial to the achievement of outcomes. Risk should be considered and addressed as part of all decision making activities. A strong system of financial management is essential for the implementation of policies and the achievement of intended outcomes, as it will enforce financial discipline, strategic allocation of resources, efficient service delivery and accountability. It is also essential that a culture and structure for scrutiny are in place as a key part of accountable decision making, policy making and review. A positive working culture that accepts, promotes and encourages constructive challenge is critical to successful scrutiny and successful delivery. Importantly, this culture does not happen automatically, it requires repeated public commitment from those in authority.

Sub principles:	South Lanarkshire is committed to:-
F1: Managing risk	Recognising that risk management is an integral part of all activities and must be considered in all aspects of decision making.
	Implementing robust and integrated risk management arrangements and ensuring that they are working effectively.
	Ensuring that responsibilities for managing individual risks are clearly allocated.
F2: Managing performance	Monitoring service delivery effectively including planning, specification, execution and independent post-implementation review.
	Making decisions based on relevant, clear objective analysis and advice pointing out the implications and risks inherent in the council's financial, social and environmental position and outlook.
	Ensuring an effective scrutiny or oversight function is in place which provides constructive challenge and debate on policies and objectives before, during and after decisions are made thereby enhancing the council's performance and that of any organisation for which it is responsible. (Or, for a committee system - Encouraging effective and constructive challenge and debate on policies and objectives to support balanced and effective decision making).
	Providing members and senior management with regular reports on service delivery plans and on progress towards outcome achievement.
	Ensuring there is consistency between specification stages (such as budgets) and post-implementation reporting (e.g. financial statements).
F3: Robust internal control	Aligning the risk management strategy and policies on internal control with achieving objectives.
	Evaluating and monitoring risk management and internal control on a

	regular basis.
	Ensuring effective counter fraud and anti-corruption arrangements are in place.
	Ensuring additional assurance on the overall adequacy and effectiveness of the framework of governance, risk management and control is provided by the internal auditor.
	Ensuring an audit committee or equivalent group/function, which is independent of the executive and accountable to the governing body; <ul style="list-style-type: none"> • provides a further source of effective assurance regarding arrangements for managing risk and maintaining an effective control environment; and • that its recommendations are listened to and acted upon.
F4: Managing data	Ensuring effective arrangements are in place for the safe collection, storage, use and sharing of data, including processes to safeguard personal data.
	Ensuring effective arrangements are in place and operating effectively when sharing data with other bodies.
	Reviewing and auditing regularly the quality and accuracy of data used in decision making and performance monitoring.
F5: Strong public financial management	Ensuring financial management supports both long-term achievement of outcomes and short-term financial and operational performance.
	Ensuring well-developed financial management is integrated at all levels of planning and control, including management of financial risks and controls.

Principle G: Implementing good practices in transparency, reporting, and audit to deliver effective accountability	
<p>Accountability is about ensuring that those making decisions and delivering services are answerable for them. Effective accountability is concerned not only with reporting on actions completed, but also ensuring that stakeholders are able to understand and respond as the council plans and carries out its activities in a transparent manner. Both external and internal audit contribute to effective accountability.</p>	
Sub principles:	South Lanarkshire Council is committed to:-
G1: Implementing good practice in transparency	Writing and communicating reports for the public and other stakeholders in a fair, balanced and understandable style appropriate to the intended audience and ensuring that they are easy to access and interrogate.
	Striking a balance between providing the right amount of information to satisfy transparency demands and enhance public scrutiny while not being too onerous to provide and for users to understand.
G2: Implementing good practices in reporting	Reporting at least annually on performance, value for money and stewardship of resources to stakeholders in a timely and understandable way.
	Ensuring members and senior management own the results reported.
	Ensuring robust arrangements for assessing the extent to which the principles contained in this Framework have been applied and publishing the results on this assessment, including an action plan for improvement and evidence to demonstrate good governance (the annual governance statement).
	Ensuring that this Framework is applied to jointly managed or shared service organisations as appropriate.
	Ensuring the performance information that accompanies the financial statements is prepared on a consistent and timely basis and the statements allow for comparison with other, similar organisations.
G3: Assurance and effective accountability	Ensuring that recommendations for corrective action made by external audit are acted upon.
	Ensuring an effective internal audit service with direct access to members is in place, providing assurance with regard to governance arrangements and that recommendations are acted upon.
	Welcoming peer challenge, reviews and inspections from regulatory bodies and implementing recommendations.
	Gaining assurance on risks associated with delivering services through third parties and that this is evidenced in the annual governance statement.
	Ensuring that when working in partnership, arrangements for accountability are clear and that the need for wider public accountability has been recognised and met.

Section 2
Policies, Procedures and other documentary evidence


Evidence that the council complies with the requirements of the framework (see Section 1) (Link provided where available)	Core Principles						
	A	B	C	D	E	F	G
Annual Accounts							●
Annual Performance Report		●	●				●
Annual Resource budget strategy meeting				●			
Anti-fraud and corruption strategy - Fraud response plan	●					●	
Asset Management Plan					●		
Audit Scotland monitoring and reporting process					●		●
Behaviours Framework/Performance Appraisal	●				●		
Budget consultations		●	●	●			
Business Continuity Plans				●		●	
CEO/Political leaders meetings					●		
Citizens' Panel		●		●	●		
Codes of Conduct (Link to Councillors Code)	●				●		
Committee Management Procedural Documents	●	●					
Committees	●	●	●	●		●	●
Communication plans and strategies		●		●			
Community Engagement Co-ordination (Partnership) Group		●					
Community Engagement Framework		●			●		
Community Planning Partnership		●	●	●	●		●
Complaints Handling; You said, we did	●	●		●	●		

Evidence that the council complies with the requirements of the framework (see Section 1) (Link provided where available)	Core Principles						
	A	B	C	D	E	F	G
Consultation Database		●		●			
Corporate Management Team (CMT)						●	●
Council Plan – Connect	●	●	●	●	●		
Council Website	●	●					●
Empower Self-Assessment process					●		
Equality Impact Assessments/Equal Opportunities Policy	●	●	●	●	●		
Financial management			●	●		●	
Financial standards and guidance						●	
Freedom of Information Act Publication Scheme		●					
Governance Arrangements - Annual Review					●		●
Induction process/programme	●				●		
Information Governance						●	
Internal Audit Plan	●			●		●	
Investors in People report					●		
Learning and Development Programmes	●				●	●	●
Local Code of Corporate Governance	●						●
Local Government Benchmarking Framework					●	●	●
Media protocols		●					
Members Role profiles					●		
Monitoring officer provisions	●						
Multi-member ward protocol					●		

Evidence that the council complies with the requirements of the framework (see Section 1) (Link provided where available)	Core Principles						
	A	B	C	D	E	F	G
Officer job description/specifications	●				●		
Participatory Budgeting Events			●				
Partnerships: Glasgow Region City Deal /Clyde Valley		●			●		●
Performance Management			●	●	●	●	●
Personnel strategies, policies and procedures	●				●		
Procurement	●		●	●			
Public Performance Reports		●			●		●
Records Management Policy; Privacy Impact Assessment						●	
Register of gifts and hospitality	●						
Resource Contingency Plans						●	
Resource Plans			●	●		●	
Risk Management			●	●		●	●
Scheme of Delegation	●				●		
Scrutiny Forums	●					●	
Service Review Framework				●	●		
Standards and Procedures Advisory Forum	●				●		
Standing Orders on Procedures/Standing Orders on Contracts/Financial Regulations	●				●	●	
Statutory guidance	●						
Strategic Environmental Assessments			●				
Strategies and Policies	●		●	●			
Terms of Reference	●				●	●	

Evidence that the council complies with the requirements of the framework (see Section 1) (Link provided where available)	Core Principles						
	A	B	C	D	E	F	G
Whistle blowing policies (link to Third Parties)	●					●	
Workforce planning					●		
Writing style guide							●

Annual Governance Statement Template

 Links to documents will be added

 Variable text

1. Scope of responsibility

The residents of South Lanarkshire expect the council to conduct its business in a lawful and transparent way. In particular, the council have a duty to safeguard public money and account for it; and to continuously review and improve how its functions are discharged, focussing on the priorities of economy, efficiency and effectiveness.

The council is responsible for putting in place proper arrangements for the governance of its activities, facilitating the effective exercise of its functions including clear arrangements for the management of risk.

A local code of corporate governance has been approved and adopted. This is consistent with the principles of the Chartered Institute of Public Finance and Accountancy (CIPFA) and Society of Local Authority Chief Executives (SOLACE) framework entitled 'Delivering Good Governance in Local Government'.

This statement explains how South Lanarkshire Council has complied with the code during 20xx-xx and meets legislative requirements to include the Annual Governance Statement within the Annual Accounts.

2. The purpose of the governance framework

The governance framework comprises the culture, values, systems and processes by which the council is directed and controlled. It describes the way the council is accountable to communities. It enables the council to monitor the achievement of its strategic objectives and consider whether these objectives have led to the delivery of appropriate and cost effective services.

The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It is based on an ongoing process designed to identify and prioritise the risks to the achievement of the council's aims and objectives by evaluating the likelihood and potential impact of those risks being realised. This enables the council to manage risk efficiently, effectively and economically.

The governance framework has been in place at South Lanarkshire Council for the year ended 31 March 20xx and up to the date of approval of the Annual Report and Accounts.

3. The governance framework

Visions and Aims for the Community

The council's vision is 'to improve the quality of life of everyone in South Lanarkshire'. The [Council Plan, Connect 2017-2022](#) sets out the council's vision, values and objectives and what difference this will make to the residents and communities of South Lanarkshire. The [Community Plan 2017-22](#) sets out a common vision for the South Lanarkshire Community Planning Partnership and shows how the partners aim to achieve that vision.

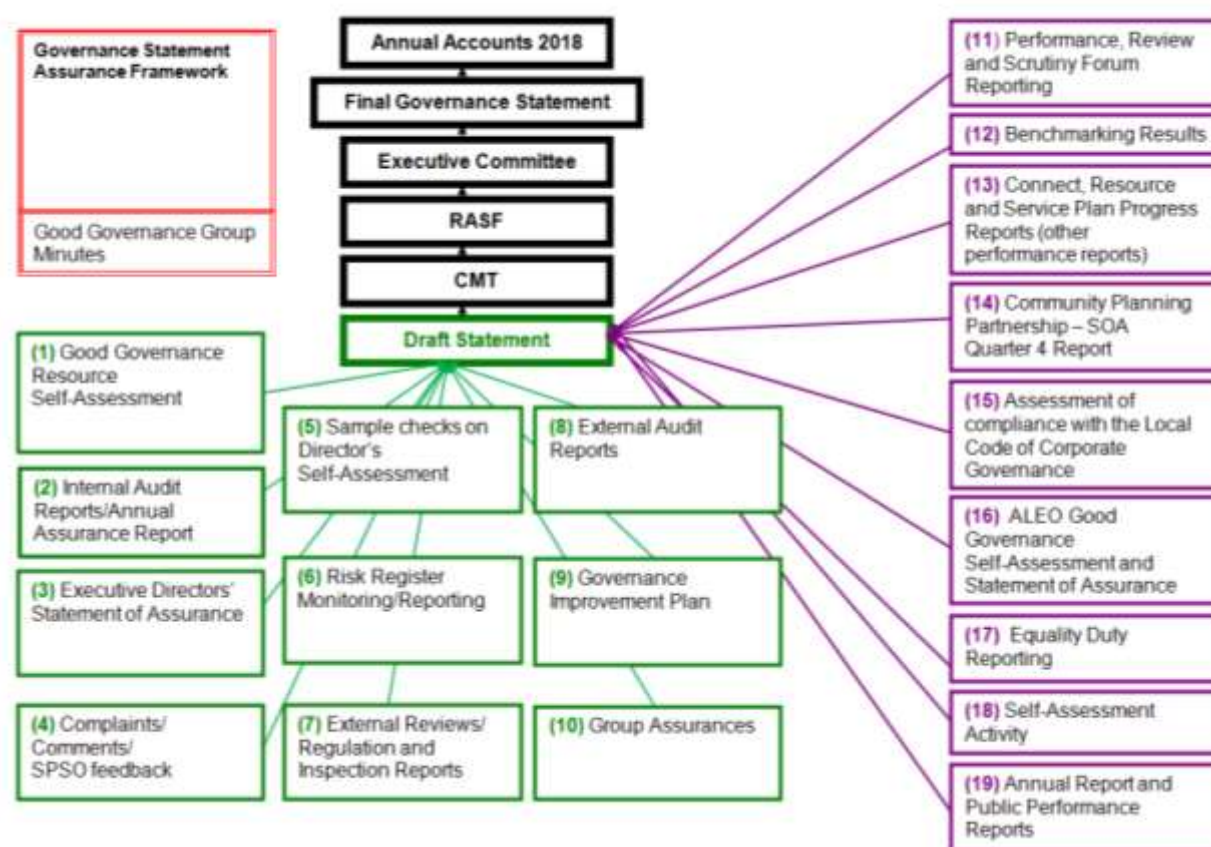
The following table sets out how the council has complied with its [Local Code of Corporate Governance](#). Key elements of the systems and processes that comprise the council's governance arrangements are described below. These systems and

processes are fit for purpose and provide assurance that the council is discharging its obligations to residents.

Principle	Assurance on compliance
Principle A: Behaving with integrity, demonstrating strong commitment to ethical values and respecting the rule of law	
Principle B: Ensuring openness and comprehensive stakeholder engagement	
Principle C: Defining outcomes in terms of sustainable economic, social and environmental benefits	
Principle D: Determining the interventions necessary to optimise the achievement of the intended outcomes	
Principle E: Developing the entity's capacity, including the capability of its leadership and the individuals within it	
Principle F: Managing risks and performance through robust internal control and strong public financial management	
Principle G: Implementing good practices in transparency, reporting, and audit to deliver effective accountability	

4. Review of effectiveness

The council has responsibility for conducting an annual review of the effectiveness of its governance framework including the system of internal control. The following diagram outlines the steps that the council takes when undertaking an annual review of the effectiveness of its governance arrangements.



5. Group Assurances

In respect of the Joint Boards, Charities and Companies that fall within the council's group boundary, the review of their internal financial control systems is informed by:

- Annual Governance Statements included in the respective financial statements of the Joint Boards;
- Assurances from company directors and/or other senior company officials; and
- The work of the relevant bodies respective external auditors (and where relevant internal auditors) and other interim reports.

The Executive Director of Finance and Corporate Resources, the Council's Chief Financial Officer, has considered the effectiveness of the Group's internal financial control system for the year ended xxxx. It is the Executive Director of Finance and Corporate Resources' opinion that reasonable assurance can be placed upon its effectiveness.

6. Assurance

The opinion of the council's Internal Audit Service is that a xxxx level of assurance can be placed on the council's financial control environment and a xxxx level of assurance can be placed on the council's operations control environment.

The opinion of the council's Risk Management Service is that a xxxx level of assurance can be placed on the council's strategic risk control environment and a xxxx level of assurance can be placed on the council's operational risk control environment.

The Executive Director of Finance and Corporate Resources is a member of the council's Corporate Management Team and as such, is involved in all major decisions taken by the council's Chief Officers, and in material matters which are submitted to

elected members for decision. This involvement fulfils the expectation of the Chartered Institute of Public Finance and Accountancy (CIPFA) in terms of the role of the Chief Financial Officer.

It is the council's view that reasonable assurance can be placed upon the adequacy and effectiveness of the systems of governance that operate in South Lanarkshire Council and its group during 20xx-xx and that there are no significant weaknesses.

7. Governance Areas for Improvement

Progress against the areas identified as requiring action and improvement in the previous year are available to view on the council's website; see the **Good Governance Action Plan**.

The following areas for improvement have been identified through the annual governance review:-

[Governance improvement actions to be added]

The annual review demonstrates sufficient evidence that the code's principles of delivering good governance in local government operated effectively and that the council complies with the Local Code of Corporate Governance.

During 20xx-xx, steps will be taken to address the governance improvement areas to further enhance the council's governance arrangements and evidence our commitment to continuous improvement.

John Ross
Leader of the Council

Signature:

Date:

Lindsay Freeland
Chief Executive

Signature:

Date:

Paul Manning
Executive Director (Finance and Corporate Resources)

Signature:

Date:

Report

8

Report to: **Executive Committee**
 Date of Meeting: **16 May 2018**
 Report by: **Executive Director (Housing and Technical Resources) and Executive Director (Finance and Corporate Resources)**

Subject: **Continuation of Community Safety Partnership Analyst Post**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ request approval to maintain the Community Safety Partnership Analyst post on the Housing and Technical Resources establishment until 31 March 2019.

2. Recommendation(s)

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

- (1) that the proposal to maintain the Community Safety Partnership Analyst post on the Resource establishment as outlined in section 5 of the report be approved.

3. Background

- 3.1. The work of the Community Safety Partnership is governed by the Safer South Lanarkshire Board (SSLB) comprising elected members, senior officers from various council Resources and partner agencies, including Police Scotland and the Scottish Fire and Rescue Service.
- 3.2. Shortly after its inception, the SSLB identified a need to develop a Community Safety Partnership Strategic Needs Assessment (SNA). The purpose of the SNA being to develop an evidence based approach to identifying and understanding the extent and nature of community safety issues and the reason they occur.
- 3.3. On 26 August 2015, Executive Committee approved the establishment of a Community Safety Partnership Analyst (the Analyst) post for a period of one year. The work of the Analyst would be directed by the Chairperson of the Safer South Lanarkshire Steering Group (SSLSG) and the post would be based and managed within Housing and Technical Resources.
- 3.4. Recognising that there was a need for the Analyst post to continue, the Community Safety Partnership made provision to meet the costs associated with the post during 2017/2018. In March 2017, approval was given by Executive Committee to extend the post for a further 12 month period until 31 March 2018.

4. Role of the Community Safety Partnership Analyst

- 4.1. Since taking up post the Analyst has further developed the Community Safety Partnership SNA, completing a full SNA in 2016/2017, which involved a priority setting event for partners. This work identified the following priorities for the partnership:-

- ◆ Drug misuse
- ◆ Domestic abuse
- ◆ Anti-social behaviour
- ◆ Road traffic accidents
- ◆ Unintentional injuries

The above priorities have also formed the Community Safety Partnership's contribution to the Community Plan.

- 4.2. During 2017/2018, with the approval of the SSLB, the Analyst carried out a review of the SNA. The work to revise the SNA is about to conclude and is expected to cover the period from 2018 to 2020, to tie in with the proposed review of the Community Plan.
- 4.3. The Analyst has and will continue to carry out ongoing environmental scanning and strategic analysis to identify emerging issues relating to the work of the Community Safety Partnership. In addition the Analyst will continue to support the work of priority leads in the development of measures, indicators and targets and in monitoring actions to ensure progress is being made in relation to agreed outcomes.
- 4.4. The Community Safety Partnership recognises the value of the work of the Analyst and has identified that there is a continuing need for the post. In approving the budget for 2018/2019, the SSLB has again made provision for the continuation of the post.
- 4.5. It is therefore proposed that the Community Safety Partnership Analyst post be continued on a temporary basis for a further 12 month period, from 1 April 2018 to 31 March 2019.

5. Employee Implications

- 5.1. It is proposed that the post detailed below remains on the Resource establishment for a fixed term until 31 March 2019

Post Title	No of Posts (FTE)	Grade/ SCP	Hourly Rate	Annual Salary (excluding on costs)	Total Costs (including on costs)
Community Safety Partnership Analyst	1	Grade 3 Level 2, 61 - 63	£15.98 – £16.94	£29,161 -£30,913	£37,998-£40,280

The post has been graded using the council's job evaluation scheme.

6. Financial Implications

- 6.1. On 22 March 2018, the SSLB approved the allocation of the community safety budget for 2018/2019, which included provision for all costs relating to the Analyst post.

7. Other Implications

- 7.1. There are no specific implications in terms of risk arising from this post.
- 7.2. There are no implications for sustainability or risk in terms of the information contained within this report.

8. Equality Impact Assessment and Consultation Arrangements

- 8.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required.
- 8.2. To inform the proposals for the allocation of the Community Safety Partnership budget 2018/2019, discussions took place with partners to consider the current and future work of the Analyst post. During these discussions, the value of the post was recognised and it was confirmed that there was a need for it to continue during 2018/2019.

Daniel Lowe

Executive Director (Housing and Technical Resources)

24 April 2018

Link(s) to Council Values/Objectives

- ♦ Make communities safer, stronger and sustainable

Previous References

- ♦ Executive Committee, 8 March 2017

List of Background Papers

- ♦ None

Contact for Further Information

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

Linda Pearson, Strategy Co-ordinator

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E-mail: Linda.pearson@southlanarkshire.gov.uk

Report

9

Report to:	Executive Committee
Date of Meeting:	16 May 2018
Report by:	Executive Director (Education Resources)

Subject:	Early Learning and Childcare 1140 hours update 2018/2019 - Implementation of Phase 2 Pilot
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide an update on the Scottish Government's Expansion plans for 1140 hours from August 2020 and related work/impact within South Lanarkshire Council
- ◆ identify Phase 2 requirements and next steps for the expansion to 1140 hours by August 2020
- ◆ request approval to increase the establishment within Education Resources and Community and Enterprise Resources as outlined in section 5
- ◆ request approval for the recommendations contained within this report

2. Recommendation(s)

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

- (1) that requirements for the Council in Phase 1 of the implementation of 1140 hours of early learning and childcare are noted;
- (2) that approval is given to increase the establishment within Education Resources and Community and Enterprise Resources as outlined in section 5 of the report be approved; and
- (3) that the implementation of the delivery of up to 20% of partner places of the 1140 hours; as highlighted in para 4.6.

3. Background

- 3.1. In June 2015, the Scottish Government announced its commitment to increasing the number of hours of free early learning and childcare (ELC) provided to all 3 and 4 year olds and eligible 2 year olds from 600 hours per annum to 1140 hours per annum by 2020.
- 3.2. In March 2017 the Scottish Government published the ELC expansion planning guidance for Local Authorities. This guidance sets out the Scottish Government's vision for an ELC expansion that will almost double entitlement to free ELC to 1140 hours per year by 2020 for all three and four year olds and eligible two year olds. That vision is underpinned by clear guiding principles of quality, flexibility, accessibility and affordability.
- 3.3. The Scottish Government confirmed in May 2017 financial allocation for 2017/18 for the expansion plans for 1140 hours ELC implementation. £1.743 million was allocated for capital and £1.220 million for revenue. Monies allocated facilitated initial capital plans and phase 1 implementation.

- 3.4. Following agreement of a multi-year funding package for the expansion of early learning and childcare (ELC) by Scottish Ministers and COSLA Leaders, Scottish Government wrote to Councils on 1 May to confirm local authority multi-year revenue and capital allocations. Allocations for 2019/2020 onwards remain subject to parliamentary approval of the respective Scottish Budget(s). At present officers are working through the implications of the grant settlement on the Council's plans for early years expansion to identify potential impacts. This will be reported to a future meeting of the Committee.
- 3.5. In order to respond to the transformational agenda set by the Government an 1140 hours a strategic group was established within Education Resources in January 2017. Five sub-groups operate to ensure the 1140 commitment will be delivered:-
- ◆ infrastructure
 - ◆ workforce expansion and development
 - ◆ finance
 - ◆ policy including consultation
 - ◆ partnerships

The strategic team focused on a major review of all planning assumptions, considered the impact on capital build requirements and subsequent revenue implications since November 2017 as well as undertaking an Early Years pupil census of current population in our own establishments to determine the most up to date pupil numbers. As a result the Council submitted a finance template on 6 March 2018 confirming updated revenue and capital costs to progress the expansion of 1140 hours.

- 3.6. In order to ensure that the plans meet the needs of our youngest children and their families a full and wide ranging consultation strategy was established, 'Together we Can, and We Will'. The approach will be continuous until August 2020 and beyond. Outcomes from consultation indicate that 59% of parents prefer a future model of 9am – 3pm provision with 41% requesting full day/full year provision.
- 3.7. Currently there are 60 partner providers who provide 2184 funded places for 3 and 4 year olds and the current rate is £2020 for 600 hours early learning and childcare. Partnership arrangements stipulating required standards are confirmed through a contract. The Council fund children's places according to parental choice. Funded places are not 'capped' to individual partners and this ensures greater choice and flexibility. In order to sustain the number of partners and places available and ensure the delivery of 'fair work practices including the living wage' consideration being given to an appropriate rate per hour in line with the ELC expansion plans and the level of 1140 hours government funding that will be provided.
- 3.8. In February 2018 the Council received confirmation of the ELC Revenue Funding Allocation for 2018/2019. There are three mainstreams of funding:
- ◆ ELC expansion capacity and capability building
 - ◆ Lunches; and
 - ◆ Additional Graduate Commitment

4. South Lanarkshire Council – Expansion Plan 2017 to 2021

4.1. Phase 1 - August 2017 to June 2018

From August 2017 12 'phase one' nursery classes implemented the 1140 hours of provision including a hot meal. 16 additional term time Early Years Worker posts were created to ensure delivery. In addition, the 12 stand alone nurseries took steps to deliver the 1140 hours including hot meal provision. The establishment in Community and Enterprise Resources also increased by, 14.29 FTE Catering Assistants and 1 FTE Facilities Officer.

4.2. The purpose of the Phase one 1140 hours was to enable the Council to establish and test a variety of service delivery models for 1140 hours Early Learning and Childcare. A process was established for monitoring and evaluating outcomes on the best possible delivery to all eligible children across a range of nurseries: 9am to 3pm in nursery class settings as well as varied delivery options in stand alone nurseries 8am to 6pm 52 weeks. This has helped identify what works, combinations of staffing models, outcomes for children, outcomes for parents and establishing and sharing best practice across the Council. Outcomes from the 'together we can and we will' consultation strategy will also be used to develop policies and future direction on local delivery based on continuous improvement.

4.3. In order to comply with future workforce expansion demands the need to 'grow your own' future staff has been identified. Early analysis identified the opportunity to create 12 new Modern Apprentice opportunities across the ELC service. These new trainees would engage in 'on the job training' and commenced in August 2017. This approach creates opportunities for our school leavers to become our future staff.

4.4. As agreed at the Executive Committee on 28 March 2018, the Council also established a further dedicated training programme leading to practical experience and qualifications in Early Learning and Childcare. Students in this training programme will be employed by the Council for an initial period of two years. The programme will deliver training to a minimum of 50 Early Years students over the two year period. As students move onto employment, a further intake of students will be considered.

4.5. The Scottish Government identified that the Council would have an allocation of 26 additional graduates for the ELC service from August 2018 which are to be targeted to ensure the greatest impact for vulnerable children. In response the Council submitted plans to create a peripatetic team consisting of 6 Nursery Teachers and 20 Team Leaders who will work across a number of nurseries.

4.6. Phase 2 – April 2018 – March 2019

Within the financial template submitted to Scottish Government the following proposals have been outlined to ensure the Council continue on the plan towards full delivery of the 1140 hours ELC by August 2020. Within the coming year the following expansion has been identified:

- ◆ Commitment to on-going Phase 1 costs, full year effect
- ◆ Appointment of 26 Additional Graduates for August 2018 – 6 Nursery teachers and 20 Early Years Team Leaders
- ◆ 12 Modern Apprentices for August 2018
- ◆ 25 further Early Years trainees (August 2018)
- ◆ Expansion of Hollandbush Nursery to deliver 52 week provision for August 2018
- ◆ Leadership programme for all Local Authority and Partner Nursery Managers

- ◆ 22 Phase 2 nursery locations
- ◆ Staffing to support phase 2 expansion for August 2018
- ◆ Provision of hot lunches
- ◆ 1140 hours expansion for partner providers – 20% of funded places from August 2018
- ◆ Central posts

5. Employee Implications

5.1. In order to deliver Phase 2 of the expansion plan the following staffing levels will be required and will be funded from 2018/2019 revenue funding allocation:

5.2. Additional Graduates

Staffing	Number of Additional Posts (FTE)	Grade	Annual Salary	Gross Costs (inc on costs of 30.3%)
Nursery Teachers *	6	Basic Teacher	£35,763	£279,594
EY Team Leaders *	20	Grade 2 Level 3	£25,446	£663,100

5.3. **The provision of Hot Lunches via Community & Enterprise staff resources.**

2017/2018 posts for hot meal provision has been approved covering the school term August 2017 to June 2018. These posts are now being established permanently in addition to the new posts for August 2018 for phase 2 expansion.

Staffing	Number of Additional Posts (FTE)	Grade	Annual Salary	Gross Costs (inc on costs of 30.3%)
Facilities Officers (17/18)	1	Grade 3 level 4	£35,310	£46,009
Catering Assistants term time (17/18)	14.3	Grade 1 level 1	£14,669	£73,326
Catering Assistants 52 wk *	5	Grade 1 level 1	£16,861	£109,849
Catering Assistants term time *	13.1	Grade 1 level 1	£14,669	£250,390
Catering Assistants 52wk *	10.8	Grade 1 level 1	£16,861	£237,275

5.4. **Early Learning and Childcare expansion - capacity and capability building**

Staffing	Number of Additional Posts (FTE)	Grade	Annual Salary	Gross Costs (inc on costs of 30.3%)
Modern Apprentices *	12	Grade 1 level 3	£18,694	£292,295
Depute Head Hollandbush Nursery *	1	Grade 3 level 4	£35,311	£46,011
EY Worker Hollandbush – TT *	-7	Grade 2 level 2	£20,123	£183,541
EY Worker Hollandbush – 52wk *	+7	Grade 2 level 2	£22,610	£206,226
EY Team Leader Hollandbush – TT *	-1	Grade 2 Level 3	£22,647	£29,509
EY Team Leader Hollandbush – 52 wk *	+1	Grade 2 Level 3	£25,446	£33,156
EY Worker Hollandbush – 52 wk *	5.3	Grade 2 Level 3	£22,610	£156,142

Staffing	Number of Additional Posts (FTE)	Grade	Annual Salary	Gross Costs (inc on costs of 30.3%)
EY Worker Phase 2 – TT *	52.5	Grade 2 Level 3	£20,123	£1,376,564
EY Worker Phase 2 – 52 wk *	29.1	Grade 2 Level 3	£22,610	£857,310
Accountant *	1	Grade 3 level 8	£38,615	£50,315
Data Information Officer *	1	Grade 4 level 5	£43,524	£56,712
Data Information Assistant *	1	Grade 2 level 4	£27,447	£35,763
Project Governance Coordinator *	1	Grade 4 level 5	£43,524	£56,712
ELC Quality Officers *	4	Grade 4 level 2	£40,385	£210,487

NB. Post marked * will be recruited for the new school term Aug 2018.

6. Financial Implications

- 6.1. The overall 2018/2019 allocation is calculated as £3.883 million ELC revenue funding; new funding allocation of £0.660 million and carry forward funding from 2017/2018 of £0.500 million making total available funding of £5.043 million.
- 6.2. The cost of establishing the new posts (part year) detailed in paragraph 5 above totals £3.408 million taken together with the Council's commitment to phase 1 staffing totalling £0.815 million (previously approved) and the funding required to expand provision within partners totalling £0.820 million and any on-going training costs will be met from 2018/2019 revenue funding of £5.043 million.

7. Other Implications

- 7.1. This is a major project which will require significant capital and revenue expenditure. The Scottish Government will confirm the capital and revenue funding for the next 4 years by May 2018.

8. Equality Impact Assessment and Consultation Arrangements

- 8.1. An initial equality impact assessment has been carried out; however this will be updated when more specific information on future funding and implementation plans becomes available. As per the Scottish Government expansion guidance, the expansion plan will ensure consideration of the accessibility requirements of ELC.
- 8.2. Cross resources discussion, meetings and planning has taken place given the wide ranging nature of the ELC expansion requirements.
- 8.3. Consultation and engagement has taken place with a range of stakeholders including the Trades Unions this approach will be ongoing, as required, as ELC 2020 is implemented.

Tony McDaid
Executive Director (Education Resources)

5 April 2018

Link(s) to Council Values/Ambitions/Objectives

- ◆ Improve achievement, raise educational attainment and support lifelong learning
- ◆ Ensure schools and other places of learning are inspirational

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:-

Stewart Nicolson, Head of Education (Curriculum and Quality)

Ext: 4475 (Tel: 01698 454475)

E-mail: stewart.nicolson@southlanarkshire.gov.uk

Report

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Report to:	Executive Committee
Date of Meeting:	16 May 2018
Report by:	Executive Director (Education Resources)

Subject:	Non-denominational Primary Schools in Strathaven - Proposal to Realign Catchment Area
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide an update to the Executive Committee on new housing developments in Strathaven and the impact on primary school rolls in the area
- ◆ request approval to undertake a statutory consultation on realigning the catchment area of both Kirklandpark and Wester Overton Primary Schools to more appropriately link new housing developments to the local non-denominational primary schools

2. Recommendation(s)

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

- (1) that a statutory consultation be undertaken under the Schools (Consultation) (Scotland) Act 2010 to realign the school catchment areas of both Kirklandpark and Wester Overton Primary Schools to take account of new housing developments and to more effectively balance pupil numbers between these two schools.

3. Background

3.1. The current catchment areas for both Kirklandpark Primary School and Wester Overton Primary School are shown in Appendix 1.

3.2. This is an historic boundary arrangement that has been in place for some considerable period of time. Due to significant changes in the housing and population distribution within Strathaven over time, it is proposed to realign the catchment areas to more appropriately link housing areas to each non-denominational primary school and more equitably balance the pupil population.

4. Housing Developments in Strathaven

4.1. There are two major housing developments underway in the Strathaven Area:-

- ◆ **East Overton** – potential of 500 houses.
This development is zoned to Wester Overton Primary School and this is the closest local, non-denominational primary school;

- ♦ **Strathaven West / Colinhill Farm** – potential of 300 houses.
The majority of this development is at present zoned to Wester Overton Primary School but a smaller part of the development is zoned to Kirklandpark Primary School, (see Appendix 1).

- 4.2. The number of pupils expected to be generated from these developments is shown in table 1 below.

Table 1

Housing Development	Nursery aged children	Non-denominational	Denominational
East Overton	15	79	26
Strathaven West / Colinhill Farm	9	47	16

- 4.3. Given the location of the Strathaven West/Colinhill Farm development and its proximity to Kirklandpark Primary School it is proposed that this whole area is re-aligned to Kirklandpark Primary School. This would help to address the anomaly of the current catchment area in the knowledge that the school has the capacity to accommodate the projected pupil numbers from the housing development.

5. School rolls in context and school capacity

5.1. Wester Overton Primary School

The current pupil roll is 349 (census September 2017). Trends based on the average of the last three years' P1 intake figures suggest the roll will remain at a similar level over the next 3 to 7 years not accounting for new house building.

5.2. Kirklandpark Primary School

The current pupil roll is 265 (census September 2017). Trends based on the average of the last three years' P1 intake figures suggest the roll will drop to around 200 pupils over the next 3 to 7 years not accounting for new house building.

6. Proposals

- 6.1. Appendix 1 shows the current catchment area. Appendix 2 shows the suggested change to the catchment area that would more equitably split the Strathaven area between the two non-denominational primary schools. The blue line shows the proposed catchment split which would run through the town along Glasgow Road, Barn Street, Waterside Street, Todshill Street and Lesmahagow Road.
- 6.2. Given the capacity of both Kirklandpark and Wester Overton Primary Schools and the assumptions on expected pupil numbers coming from new housing developments, it is anticipated that there is sufficient non-denominational primary school accommodation to cope with the predicted numbers of new children generated from new housing. Any resultant adaptation or extension, if needed, in the future would be funded via developer contributions.
- 6.3. There is no proposed change to the catchment area for St Patrick's Primary School, Strathaven.

7. General/Other Implications for the Council

- 7.1. If approval is given to consult on the proposed changes to the catchment areas of both schools, arrangements will be to let parents of any pupils registering in January 2019 of the consultation and the implication for their child / children.
- 7.2. The planned timetable for the consultation, if approved, would begin in June, with a report on the outcome of the consultation being reported to the Executive Committee around November/December 2018.

8. Employee Implications

- 8.1. Employee resources at each school would continue to be provided by means of existing staffing protocols and agreed management structures.

9. Financial Implications

- 9.1. The proposal demonstrates a Best Value approach to effectively managing the primary school estate and the Council's property portfolio.

10. Equality Impact Assessment and Consultation Arrangements

- 10.1. Under the Schools (Consultation) (Scotland) Act 2010, any proposals to vary any of the admission arrangements for a school, including its catchment area, would necessitate a statutory consultation. The views of a range of stakeholders will be sought including parents/carers, young people, trade unions and members of the community.
- 10.2. There is no requirement to carry out an Equality Impact Assessment in terms of The proposal in this report.

Tony McDaid
Executive Director (Education Resources)

24 April 2018

Link(s) to Council Values/Objectives

- ◆ Raise educational achievement and attainment
- ◆ Achieve efficient and effective use of resources

Previous References

- ◆ None

List of Background Papers

- ◆ None

Contact for Further Information

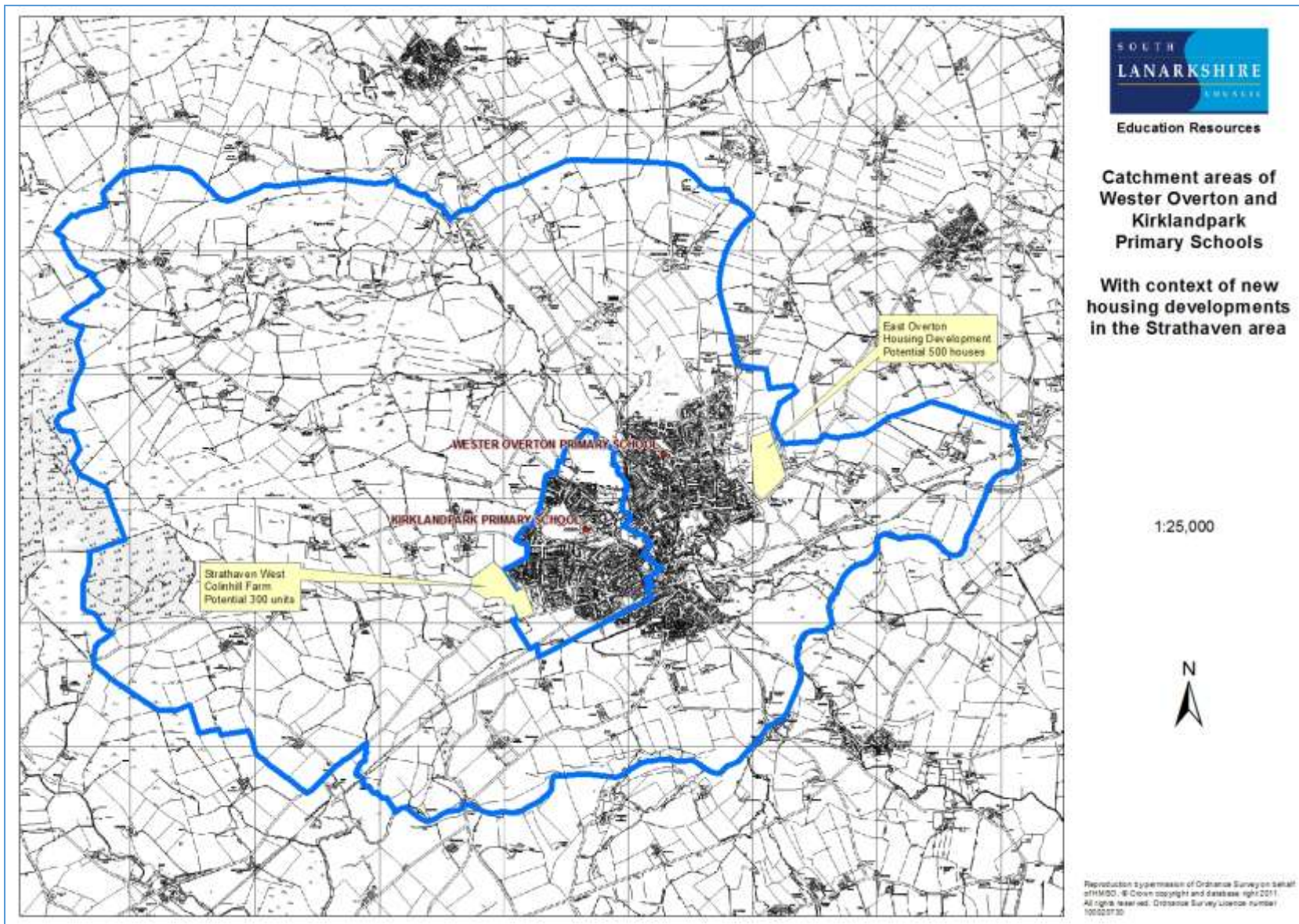
If you would like to inspect the background papers or want further information, please contact:-

Vance Sinclair, Partnership Development Manager

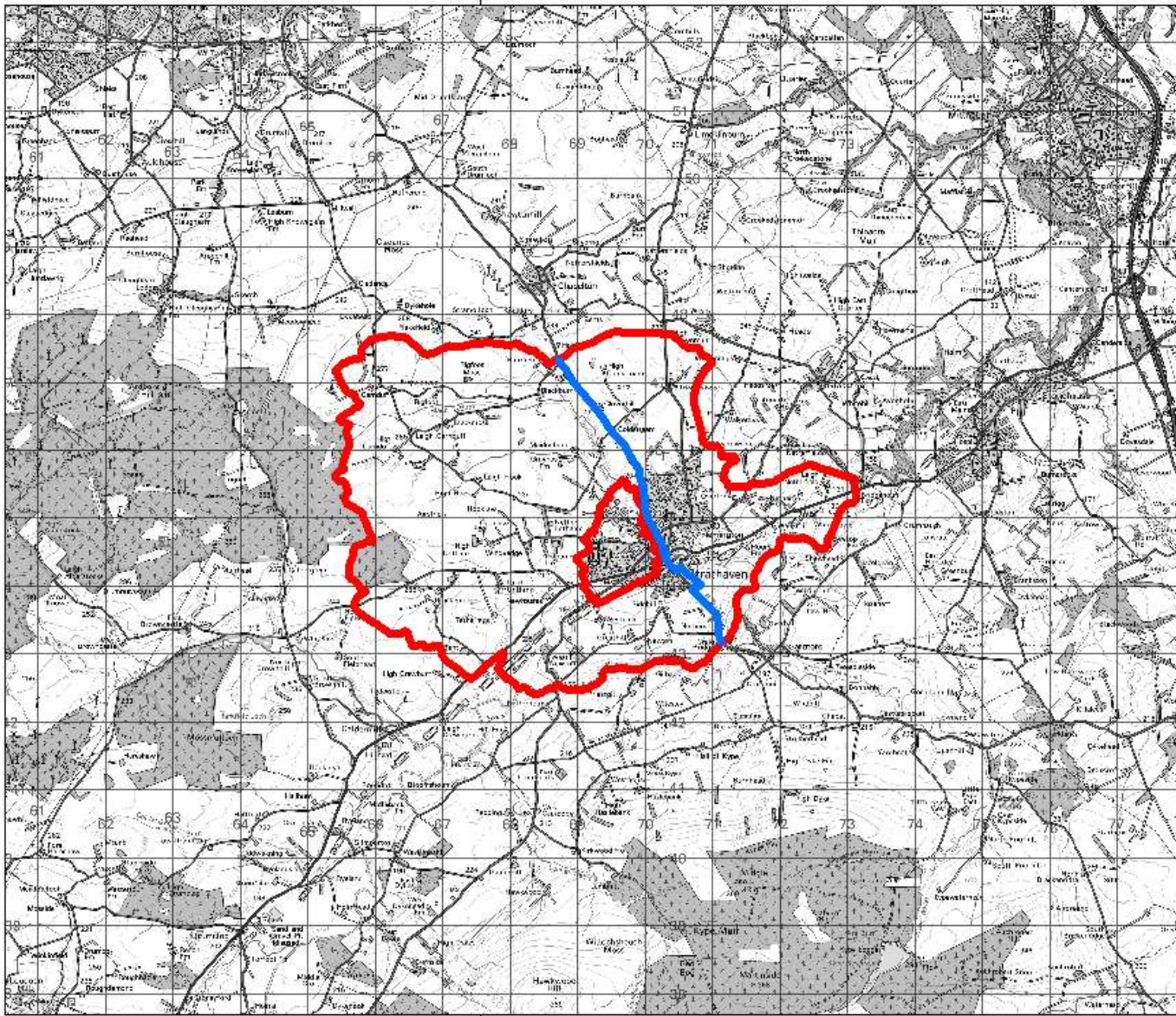
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Appendix 1



Appendix 2



Catchment areas of
Wester Overton and
Kirkandpark Primary Schools

Blue line denotes
suggested new catchment split of
Strathaven area
between the two
non-denominational
primary schools

1:54,339



Report

11

Report to: **Executive Committee**
 Date of Meeting: **16 May 2018**
 Report by: **Executive Director (Community and Enterprise Resources)**

Subject: **South Lanarkshire's State of the Environment Report**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ inform the Committee of the completion of the South Lanarkshire State of the Environment Report 2017.
- ◆ report on the key findings from the Report.

2. Recommendation(s)

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

- (1) that the State of the Environment Report 2017 be approved; and
- (2) that the contents of the report be disseminated across the Council and to relevant Council partners and external agencies for use in the preparation of strategies, policies and plans and their Strategic Environmental Assessment and as an information resource.

3. Background

- 3.1. The Environmental Assessment (Scotland) Act, 2005 requires all public bodies, including the Council, to undertake Strategic Environmental Assessments (SEAs) of all plans, policies, programmes and strategies. A wide range of Council led plans have, or are undergoing SEA, including the Community Plan, Connect, Local Development Plan, Local Transport Strategy and the Biodiversity Strategy.
- 3.2. An integral part of the SEA process is the identification and monitoring of a wide range of environmental issues. The South Lanarkshire State of the Environment Report is the body of data used to monitor and report Council activity against key environmental indicators. It is the recognised source for the core data which allows SEAs on our plans to be undertaken.
- 3.3. The first comprehensive State of the Environment Report was prepared in 2009 and has been reviewed biennially to support SEAs and to fulfil the Council's monitoring obligations. The Report provides an effective means of tracking changes in the local environment. This ensures that the Council not only has a clear understanding of the current condition of the local environment but also has the accurate environmental baseline data needed to allow its statutory SEA and monitoring work to be undertaken. The Report also helps to promote awareness of local environmental issues and priorities.

3.4. The Report itself provides and assesses data across a suite of SEA environmental issues and also includes transport. The SEA environmental issues are:

- | | |
|------------------------------------|---------------------------------|
| ♦ Population and human health | ♦ Biodiversity, fauna and flora |
| ♦ Historical and cultural heritage | ♦ Material assets and landscape |
| ♦ Waste | ♦ Soil |
| ♦ Air, noise and light | ♦ Water |
| ♦ Climate change | |

The trends identified across these issues allow the Council to assess the overall condition of South Lanarkshire's environment. The key indicators included in the Report also provide a means of identifying where there is an opportunity to improve environmental issues and the progress being made towards a sustainable South Lanarkshire.

3.5. Following the 2011 update, data from the State of the Environment Report was edited and uploaded to a dedicated site within Glow (the Scottish Government's national intranet site for education) to be used as a teaching resource. The State of the Environment Glow site has been accessible by students and teachers across all schools in South Lanarkshire since 2010. It was further enhanced following publication of the 2015 Report and will again be refreshed following approval of this Report.

3.6. The South Lanarkshire State of the Environment Report has been cited as an example of good practice in SEA research carried out on behalf of the Scottish Government and the statutory Consultation Authorities, Historic Environment Scotland, Scottish Environment Protection Agency and Scottish Natural Heritage (Land Use Consultants Ltd, October 2017).

4. Development of the Report

4.1. The State of the Environment Report 2017 has been prepared by the Council's SEA Officer within Community and Enterprise Resources with data and other contributions sourced from across the Council, partners, government bodies and external agencies. Development of the Report has been overseen by the Corporate SEA Working Group.

4.2. The report requires to be formally approved by the Executive Committee as its approval has not been delegated to officers. The Report and its findings have been presented to the Sustainable Development Member Officer Group and the Sustainability Partnership. It will be promoted to a wide range of stakeholders, including the Community Planning Board, the Sustainable Development Co-ordination Group and other groups on request.

5. Key Findings

5.1. There are 55 indicators in the Report which are each assigned a status of 'good', 'fair' or 'poor', and traffic lighted as green, amber and red, respectively. Each of these indicators also has a directional trend of either 'improving', 'no change' or 'deteriorating'. The basis for the status identified within the tables, and accorded to each indicator along with its trend, is demonstrated by the information contained within the explanation column included as part of Appendix 1. The status of each indicator is based on a subjective opinion agreed by the Corporate SEA Working Group. There are two indicators where there is insufficient data to assign a status and trend. These are raised bogs and light.

- 5.2 The findings from the Report are illustrated in the table below and summarised in Appendix 1.

Status/Trend	Improving	Unchanged	Deteriorating	Total	
Good	14	8	2	24	43.6%
Fair	11	10	2	23	41.8%
Poor	3	5	0	8	14.6%
Total	28	23	4	55	100%

- 5.3. The Report highlighted that 24 (43.6%) of the key indicators had 'good' status and that 14 of these have a trend that is improving. These include an increase in life expectancy, our renewable energy capacity and people travelling by train: a decrease in vacant and derelict land and a reduction in our waste generation, greenhouse gas emissions and traffic growth.
- 5.4. Two of the indicators with a good status had a deteriorating trend. These were an increase in the number of people experiencing congestion, mainly due to the major road improvement works across the area, and an unfortunate increase in fatal and serious road casualties in the last few years.
- 5.5. There are 23 (41.8%) indicators with a 'fair' status, 11 of which have an improving trend. These cover a wide range of environmental issues and indicators, including the condition of the road network, improvements to our woodlands and greenspace and our energy consumption.
- 5.6. The Report identifies 10 indicators with a 'fair' status which are stabilised because progress has stalled or no new data is available. A further two indicators are bordering on falling into the 'poor' category. These represent the significant reduction in the number of passengers using public bus services and an increase in river flow rates which, if linked to the increased annual precipitation rates associated with climate change, could result in increased flood risk.
- 5.7. Eight (14.6%) of the indicators, based on an assessment of the information contained in the State of the Environment Report are judged to be of 'poor' status. Of these three are improving and the other five have a trend which is unchanged. The indicators which are poor but improving are long range pollutants, flooding and coronary heart disease. Three of the five indicators with poor status and unchanged trend relate to human health and the causes of early and premature death from cancer and stroke and alcohol related deaths. The remaining indicators with this trend are walking and cycling and traffic emissions.
- 5.8. There are no indicators in the 2017 Report where the status is poor and the trend deteriorating.
- 5.9. An analysis of the changes from the 2011 Report highlights continuous improvement in twelve indicators. These include life expectancy, healthy lifestyles, waste generation, greenhouse gas emissions and environmental awareness. Improvement has been sustained in seven indicators, including natural and historical heritage, noise, traffic growth and emissions. The trend within six indicators has stabilised. These relate to human health, our ancient woodlands and local air quality. However, analysis indicates deterioration for three indicators, all related to transport; congestion, road safety and the reduction in use of public bus services. These changes are summarised in Appendix 2.

- 5.10. The ten indicators where changes were evidenced between the 2015 Report and the 2017 edition are also highlighted in Appendix 2. Improvement was sustained for countryside access, environmental recreation, traffic growth and traffic emissions. There was a stabilisation in respect to coronary heart disease, alcohol related deaths, ancient woodland and local air quality. There was deterioration in respect of road traffic congestion and the use of public bus services.

6. Employee Implications

- 6.1. None.

7. Financial Implications

- 7.1. None.

8. Other Implications

- 8.1. The State of the Environment Report is a valuable resource for the Council and partners in strategic planning and in the undertaking of Strategic Environmental Assessments of policies, plans, programmes and strategies.
- 8.2. There are no significant risks associated with the recommendations 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 significant change to an existing policy, function or strategy, and therefore, no impact assessment is required.
- 9.2. The draft State of the Environment Report has been subject to internal consultation, facilitated through the Corporate SEA Working Group. Comments received have been reviewed, and where appropriate, the Report has been amended. Following approval by the Executive Committee it is intended to further disseminate the Report to relevant partners and stakeholders and to make it available to the general public through the corporate website.

Michael McGlynn

Executive Director (Community and Enterprise Resources)

18 April 2018

Link(s) to Council Values/Ambitions/Objectives

- ◆ Fair, open and sustainable
- ◆ Make communities safer, stronger and sustainable

Previous References

- ◆ None

List of Background Papers

- ◆ South Lanarkshire State of the Environment Report 2017
- ◆ South Lanarkshire Council Sustainable Development and Climate Change Strategy 2017 - 2022

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 State of the Environment Report 2017

Current status: Good

Environmental Issue	Indicator	Status and Trend	Explanation
Population and human health	General population	↑	Life expectancy (male) – Life expectancy for men has increased over recent years and is comparable with the Scottish average.
Population and human health	General population	↑	Life expectancy (female) – Life expectancy for women has increased in recent years, and is just below the Scottish average.
Biodiversity, fauna and flora	Local Nature Reserves	↑	The Council's Nature Reserve at Langlands Moss is in good condition. Considerable improvement was made to the Reserve in partnership with the Friends of Langlands Moss. Further potential LNR sites have been identified.
Material assets and landscape	Built facilities	↑	The majority of schools have been renewed or modernised, however, their use as community hubs should be monitored. There are a wide range of sport, leisure and cultural facilities in South Lanarkshire.
Material assets and landscape	Vacant and derelict land	↑	The area of vacant and derelict land has decreased by 34% in the last decade through re-development. The number of these sites also decreased.
Waste	Environmental waste	↑	Street cleanliness in the area continues to improve with South Lanarkshire maintaining the third highest ranking of all Scottish local authorities in the Street Cleanliness Score in 2015/2016.
Waste	Waste generation	↑	The level of waste generated in the area continues to reduce with individual households now producing an average of 1.03 tonnes per annum.
Waste	Waste management	↑	Recycling services continue to improve with residents now able to recycle a full range of key materials at the kerbside.
Waste	Waste treatment	↑	The level of recycling and composting of waste has continually increased across South Lanarkshire, with more than half of all household waste recycled or composted in 2016/2017. Waste disposal via landfill continues to reduce.
Water	Water pollution	↑	Point source pollution remains a threat to the quality of the water environment. This is closely monitored by SEPA. Licensed activities continue to increase year on year.
Climate change	Environmental awareness	↑	The Council is preparing a new Sustainable Development and Climate Change Strategy. All schools are registered with the Eco-Schools programme and work to promote environmental awareness and sustainability in schools continues.
Climate change	Greenhouse gas emissions	↑	Carbon emissions continue to decrease in South Lanarkshire year on year. Emissions per capita are notably below the Scottish average.
Climate change	Renewable capacity	↑	South Lanarkshire's renewable energy capacity increased by 85% since 2011. The area is an energy exporter.
Transport	Public transport	↑	Rail – There is a significant increase in the number of train passengers at South Lanarkshire rail stations year on year.
Historic and cultural heritage	Battlefields	↔	The number of registered battlefields on the Inventory of Historic Battlefields remains the same as the previous Report.
Historic and cultural heritage	Gardens and Designed Landscapes	↔	The number of Gardens and Designed Landscapes areas in South Lanarkshire has slightly reduced because Hamilton Palace was removed from the Inventory in 2016.

Environmental Issue	Indicator	Status and Trend	Explanation		
Historic and cultural heritage	Historical heritage	↔	The area has a wealth of historical and tourist attractions, including the New Lanark World Heritage Site. These continue to attract large numbers of visitors to South Lanarkshire.		
Material assets and landscape	Landscape	↔	The importance of quality landscapes in the area continues to be recognised and protected through the local planning process.		
Soils	Soil capacity	↔	There has not been a significant level of development within the green belt. As a result, there is no evidence to suggest that the soil capacity has been affected.		
Soils	Soil quality	↔	Current data indicates good soil quality in a Scottish or regional context. At present there is limited data on soil quality specifically within South Lanarkshire.		
Air, noise and light	Airborne nuisance	↔	Airborne nuisance complaints remain low and variable. Odour remains the main nuisance reported to the Council.		
Transport	Traffic growth	↔	Road traffic growth is slowly increasing linked to economic improvements.		
Transport	Congestion	↓	There has been a decrease in residents experiencing congestion compared to baseline figures but an increase over recent years. This was largely due to major road improvement works across the area.		
Transport	Road safety	↓	Although the Council is currently on track to meet the Government's 2020 casualty reduction targets, there was an increase in fatal and serious casualties in the last two years.		
↑	Improving	↔	No change	↓	Deteriorating

Current status: Fair

Environmental issue	Indicator	Status and trend	Explanation
Population and human health	General population	↑	Population – The area's population is growing at a faster rate than the Scottish average, with the proportion of older population showing the greatest increase. However, the population of people aged less than 25 years is declining.
Population and human health	Healthy lifestyles	↑	Environmental recreation – Although the rate of South Lanarkshire residents undertaking recreation activities is low, there is continuous improvement in their rate of participation.
Biodiversity, fauna and flora	Ancient woodland	↑	There is no change in the area of ancient semi natural woodland cover. There is limited data on the overall condition of this habitat. However, 36ha of Plantation has been removed from Council owned ancient woodland sites.
Biodiversity, fauna and flora	Native woodland	↑	Although total native woodland cover is increasing, further work is required to improve connectivity of habitats, expanding native broadleaf woodland cover.
Historic and cultural heritage	Archaeological sites	↑	The number of archaeological sites recorded across South Lanarkshire continues to increase year on year.
Historic and cultural heritage	Built heritage	↑	There is no change to the number of Scheduled Monuments and conservation areas since the last Report. Listed buildings and buildings on the 'Buildings at Risk' register have slightly reduced.
Material assets and landscape	Recreational land	↑	Although redevelopment has increased specific recreational provision further greenspace improvements are required, particularly through linkage with other issues including biodiversity and habitat connectivity, health and social and environmental deprivation.
Soils	Contaminated land	↑	Since 2005, 29% of identified contaminated sites have been investigated and remediated under the planning system. 88% of all potentially contaminated sites have undergone preliminary investigation.
Water	Groundwater and wetlands	↑	The status of groundwater bodies in South Lanarkshire continues to improve. The data available on ponds and wetlands remains limited.
Climate change	Energy consumption	↑	Although both gas and electricity consumption continue to decrease in South Lanarkshire, the domestic consumption per household remains above the national average.
Transport	Road network condition	↑	The condition of the road network continues to improve due to additional funding from the Council's Roads Investment Plan.
Population and human health	Healthy lifestyles	↔	Environmental deprivation – There is a relationship between those areas suffering from environmental deprivation and low SIMD score. No new data is available.
Population and human health	Healthy lifestyles	↔	Lifestyle – No new data is available on the number of residents who report on their health condition/status.
Biodiversity, fauna and flora	Designated areas	↔	Not many sites have been surveyed since the previous report. Although there has been some isolated improvement, in general the condition of the designated features remains similar to previous reports.
Material assets and landscape	Countryside access	↔	Although the extensive path network is deemed to meet the area's needs, there remain concerns about the condition and standards of paths and infrastructure.
Material assets and	Minerals	↔	Minerals remain an economically important resource across South Lanarkshire. Closed sites are being

Environmental issue	Indicator	Status and trend	Explanation		
landscape			restored in a manner that will help to enhance the environment.		
Soils	Land use	↔	The available data on soil use is limited and outdated. Work is ongoing nationally to address this data gap.		
Air, noise and light	Local air quality	↔	Air quality across South Lanarkshire is generally good but there are a few areas in excess of national limits set to protect human health. Two new Air Quality Management Areas have been declared since the last Report.		
Air, noise and light	Noise	↔	The number of noise complaints has increased slightly in recent years. The majority of complaints relate to domestic noise. Two areas in South Lanarkshire have 'Quiet Area' status.		
Air, noise and light	Point source emissions	↔	There has been an increase in the number of permits issued for industrial activities in South Lanarkshire by SEPA.		
Water	Water quality	↔	There has been a slight decrease in the proportion of rivers achieving High/Good status under the Water Framework Directive (WFD).		
Water	River flow	↓	The annual water flow rates in the rivers across the region have continually increased. This increase is closely linked to the increase in annual precipitation rates.		
Transport	Public transport	↓	Bus –The percentage of people travelling by bus has fallen since 2009/2010. This trend is replicated across Scotland.		
↑	Improving	↔	No change	↓	Deteriorating

Current status: Poor

Environmental issue	Indicator	Status and trend	Explanation			
Population and human health	Health	↑	Coronary heart disease – Remains a major source of early or premature deaths. The South Lanarkshire mortality ratio is slightly lower than the Scottish average.			
Air, noise and light	Long-range pollutants	↑	There are no identified long range pollutant emitters in South Lanarkshire. Long-range pollutants originating outwith South Lanarkshire remain a concern.			
Water	Flooding	↑	Severe weather events have resulted in increased flood incidents in the area. The Council's approach to flood management continues to improve due to the additional resources provided to implement statutory requirements.			
Population and human health	Health	↔	Cancer – Continues to be the main cause of death for those aged less than 75 years. Death rates are higher than the Scottish average.			
Population and human health	Health	↔	Stroke – Remains a major cause of death for those aged less than 75 years. The standard mortality ratio in South Lanarkshire is slightly higher than the Scottish average.			
Population and human health	Alcohol related deaths	↔	The number of alcohol related deaths has slightly increased in recent years.			
Climate change	Transport emissions	↔	Fuel consumption and kilometres travelled have both fallen although at a slower rate than other sectors. Vehicles are becoming more energy efficient and less polluting contributing to a 7% reduction in transport emissions since 2005.			
Transport	Walking and cycling	↔	Data from the Scottish Household Survey indicate a reduction in the percentage of people walking and cycling. The Council is implementing its Cycling Strategy and its Core Path Plan to promote active travel.			
↑	Improving	↔	No change	↓	Deteriorating	

Changes from 2011 SOE Report

Environmental issue	Indicator	Status and trend				Comment
		2011	2013	2015	2017	
Population and human health	General population (Life expectancy male)	↑	↑	↑	↑	Continuous improvement
		Fair	Good	Good	Good	
	General population (Life expectancy female)	↑	↑	↑	↑	Continuous improvement
		Fair	Good	Good	Good	
	Health (Coronary heart disease)	↓	↓	↔	↑	Stabilised
		Poor	Poor	Poor	Poor	
	Health (Cancer)	↑	↓	↔	↔	Stabilised
		Fair	Poor	Poor	Poor	
	Health (Stroke)	↓	↓	↔	↔	Stabilised
		Poor	Poor	Poor	Poor	
	Alcohol related deaths	↓	↔	↑	↔	Stabilised
		Poor	Poor	Poor	Poor	
Biodiversity, fauna and flora	Designated areas	↔	↑	↔	↔	Improvement sustained
		Fair	Fair	Fair	Fair	
	Ancient woodland	↔	↔	↔	↑	Stabilised
		Fair	Fair	Fair	Fair	
Historic and cultural heritage	Built heritage	↓	↑	↑	↑	Continuous improvement
		Fair	Fair	Fair	Fair	
	Battlefields	↔	↔	↔	↔	Improvement sustained
		Fair	Good	Good	Good	
	Historical heritage	↓	↔	↔	↔	Improvement sustained
		Good	Good	Good	Good	
Material assets and landscape	Recreational land	↔	↑	↑	↑	Continuous improvement
		Fair	Fair	Fair	Fair	
	Countryside access	↑	↑	↑	↔	Improvement sustained
		Fair	Fair	Fair	Fair	
Waste	Waste generation	↑	↑	↑	↑	Continuous improvement
		Fair	Good	Good	Good	

Environmental issue	Indicator	Status and trend				Comment
		2011	2013	2015	2017	
	Environmental waste	↔	↑	↑	↑	Continuous improvement
		Fair	Fair	Good	Good	
Air, noise and light	Noise	↓	↔	↔	↔	Improvement sustained
		Poor	Fair	Fair	Fair	
	Local air quality	↓	↓	↓	↔	Stabilised
		Fair	Fair	Fair	Fair	
Water	Groundwater and wetlands	↓	↔	↑	↑	Continuous improvement
		Fair	Fair	Fair	Fair	
	Flooding	↓	↑	↑	↑	Continuous improvement
		Poor	Poor	Poor	Poor	
Climate change	Greenhouse gas emissions	↑	↑	↑	↑	Continuous improvement
		Fair	Good	Good	Good	
	Traffic growth	↑	↑	↑	↔	Improvement sustained
		Good	Good	Good	Good	
	Traffic emissions	↔	↑	↑	↔	Improvement sustained
		Poor	Poor	Poor	Poor	
	Environmental awareness	↑	↑	↑	↑	Continuous improvement
		Fair	Fair	Good	Good	
Transport	Congestion	↓	↑	↑	↓	Deterioration
		Good	Good	Good	Good	
	Road safety	↑	↑	↓	↓	Deterioration
		Good	Good	Good	Good	
	Public transport (Bus)	↑	↔	↔	↓	Deterioration
		Fair	Fair	Fair	Fair	

Report

12

Report to: **Executive Committee**
 Date of Meeting: **16 May 2018**
 Report by: **Executive Director (Housing and Technical Resources)**

Subject: **Syrian Refugee Resettlement Programme (SRRP)**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide Committee with an update on the Syrian Refugee Resettlement Programme (SRRP), on both a Scotland and South Lanarkshire level
- ♦ request approval to accommodate a further 60 refugees through the Syrian Refugee Resettlement Programme during 2018 and 2019, subject to continuing funding and support from the Home Office

2. Recommendation(s)

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

- (1) that the updated position on the SRRP, be noted;
- (2) that the plan to accommodate a further 60 refugees during 2018/2019, as part of the next phase of the SRRP, be approved;
- (3) that the plan to accommodate a further 60 refugees in 2019/2020, as part of the SRRP, be approved;
- (4) that the proposal to submit an Annual Report to this Committee on progress made through to 2019/20, be approved; and
- (5) that the proposal to submit an Annual Report to the Community Planning Partnership, be approved.

3. Background

- 3.1. The Syrian Refugee Resettlement Programme (SRRP), formerly called the Syrian Vulnerable Persons Resettlement Scheme (SVPRS) is designed to assist Syrians who have fled to countries neighbouring Syria as a result of the ongoing conflict in their home country. The Programme provides support to vulnerable individuals and families who are survivors of violence and torture, women and children at risk, and those needing medical care.
- 3.2. The UK Government initiated the new SRRP during 2015 with the intention to resettle 20,000 Syrian refugees in the UK within a five year period up to 2020. The individuals would be from non European camps (Jordan, Lebanon, Iraq, Egypt etc) and would be registered with the United Nations High Commissioner for Refugees (UNHCR) who administer support within the refugee camps.

- 3.3. The Scottish Government and a number of Scottish Local Authorities agreed to participate in the Programme in 2015, following confirmation by the Home Office of funding arrangements, legal rights of refugees and assurances over the assessment process for families arriving. Syrian refugees have a right to remain and work in the UK for five years from their date of arrival.
- 3.4. All funding for the Programme comes from the Home Office – through the UK Aid budget, and costs are covered based on a flexible unit cost approach giving local authorities the ability to pool them.
- 3.5. Local Authorities receive the following unit costs in year one (from arrival date):-
- | | |
|--|---------|
| Children under the age of 3 | £ 8,520 |
| Children aged 3-4 | £11,770 |
| Children aged 5-18 | £14,020 |
| Adults in receipt of mainstream benefits | £ 8,520 |
| Other adults | £ 8,520 |
- 3.6. Funds for welfare benefits are paid by the Home Office directly to the DWP and health costs are paid directly to the clinical commissioning groups.
- 3.7. In November 2015 South Lanarkshire Council and Community Planning Partners agreed to take part in the Programme and the first Syrian families arrived on 9 December 2015. Two families (9 individuals) were resettled in the Rutherglen area.
- 3.8. Supported by CoSLA, forward planning arrangements between South Lanarkshire Council, Community Planning Partners and the Home Office during 2016 and 2017 agreed that the authority would resettle 60 individuals per year (120 individuals).
- 3.9. The continuing involvement of Scottish Local Authorities in the programme was endorsed at CoSLA's Community Wellbeing Board meeting held in September 2017.

4. Current National and Local Position

- 4.1. The Scottish Government announced its participation in the then SVPRS in September 2015. Since then Scottish local authorities have received and settled 2,300 refugees.
- 4.2. From December 2015 to April 2018 South Lanarkshire Council and Community Planning Partners have resettled 32 families (118 individuals) across the geographical area.
- 4.3. The families have been housed both by the Council (68%) and Registered Social Landlords (32%). Seven families are settled within the Rutherglen and Cambuslang area, five within East Kilbride, eleven within the wider Hamilton area and nine families in Clydesdale.
- 4.4. On arrival the families require initial intensive support to assist with their integration into their new home, community and Scottish way of life. The families are supported by Housing and Technical Resources' specialist support provision - Refugee Resettlement team (RRT). Support continues to be provided for an average 8-10 months depending upon the assessed needs of each household.

- 4.5. Families have integrated well within their local communities, which have been welcoming and supportive. Children are attending school/nursery, adults are attending ESOL provision/college and working or volunteering. Families are making local friends as well as keeping in touch with other Syrians throughout the UK who have also arrived through the Programme. This provides a local and national support network for families.

5. Proposals for Ongoing Participation in the SRRP

- 5.1. Given the positive impact that South Lanarkshire's participation in the Programme brings to the lives of the Syrian Refugees it is proposed that the Council continues with its commitment to participate in the Programme, with associated Home Office funding, with a proposed 60 individuals being resettled in each financial year (i.e. 2018/2019 and 2019/2020). This equates to approximately 12–15 families over the year. This proposal is in line with the number of refugees settled in the earlier phases which reflected a proportionate share of refugees being housed in Scotland.
- 5.2. An Annual Report will be provided to update this Committee on progress made each year to 2019/20.

6. Continued Reporting

- 6.1. South Lanarkshire Community Planning partners are involved in providing support and assistance to families within the Programme and regular discussions are held between partners regarding new arrivals and the situation of resettled families. A Community Planning Partnership Group was established to plan and report on the first year. It is now proposed that an annual report be provided to the Community Planning Partnership Board with a report to be submitted autumn 2018.

7. Employee Implications

- 7.1. The Refugee Support team have been appointed on fixed contracts for a maximum term through to the end of the Programme in 2020 and are fully funded by Home Office funding provisions for the Programme.

8. Financial Implications

- 8.1. The cost of the Syrian Refugee Resettlement Programme is fully funded by the Home Office.
- 8.2. Any alterations to support and funding arrangements will be reported to the Executive Committee for decision regarding ongoing arrangements.

9. Other Implications

- 8.1. There are no other implications.
- 9.2. There are no issues in terms of risk or sustainability in relation to the information contained in this report.

10. Equality Impact Assessment and Consultation Arrangements

- 10.1 No Equalities Impact Assessment was undertaken for the information contained within this report as the SRRP arrangements are outwith the control of the Council.
- 10.2. Consultation and communication of the Programme is ongoing through the Scottish national communication strategy and a South Lanarkshire wide Community Planning communication plan. Consultation between partners regarding the proposal to resettle a further 60 individuals during 2018/2019 has been undertaken.

Danny Lowe
Executive Director (Housing and Technical Resources)

16 May 2018

Link(s) to Council Objectives

- ♦ Working with and respecting others

Previous References

- ♦ Executive Committee Report, 7 September 2016
- ♦ Executive Committee Report, 11 May 2016
- ♦ Housing and Technical Resources Committee, 9 December 2015
- ♦ Executive Committee Report, 4 November 2015
- ♦ Executive Committee Report, 23 September 2015

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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01698 45(4595) annette.finnan@southlanarkshire.gov.uk

Andrea Sinclair, Refugee Resettlement Programme Advisor,
01698 45(4940) andrea.sinclair@southlanarkshire.gov.uk

Report

13

Report to:	Executive Committee
Date of Meeting:	16 May 2018
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Representation on Outside Bodies – Economic Growth Board and Licensing Division 2 (East Kilbride)
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ request approval of an amendment to the Council's elected member representation on the Economic Growth Board
- ◆ request approval for an amendment to the representation on Licensing Division 2 (East Kilbride)

2. Recommendation(s)

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

- (1) that Councillor Craig be replaced by Councillor Stevenson as one of the Council's elected member representatives on the Economic Growth Board; and
- (2) that Councillor Campbell be replaced by Councillor Harrow on Licensing Division 2 (East Kilbride)

3. Background

3.1. The Council, at its meeting on 18 May 2017, approved its representation on certain committees, statutory joint boards and outside bodies. It further agreed to be represented on a range of other outside bodies, with the Executive Committee to consider and approve those appointments and any subsequent amendments.

4. Outside Body Representation

4.1. A request has been received from the SNP Group to amend their elected member representation on the Economic Growth Board. In this regard, it is proposed that Councillor Peter Craig be replaced by Councillor Collette Stevenson as one of the Council's representatives on the Economic Growth Board.

4.4 Licensing Division 2 (East Kilbride)

A request has been received from the Conservative Group to amend their representation on Licensing Division 2 (East Kilbride), it is proposed that Councillor Campbell be replaced by Councillor Harrow as a member of Licensing Division 2 (East Kilbride).

5. Employee Implications

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

6. Financial Implications

- 6.1. There are no financial implications associated with the proposals contained in this report.

7. Other Implications

- 7.1. There are no risks to the Council in relation to the recommendations 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 a new policy, function or strategy or recommend a change to existing policy, function or strategy and therefore no impact assessment is required.
- 8.2. There was also no requirement to undertake any consultation in terms of the information contained in this report.

Paul Manning

Executive Director (Finance and Corporate Resources)

18 April 2018

Link(s) to Council Objectives/Values/Ambitions

- ◆ Fair, Open and Sustainable
- ◆ Accountable, Effective, Efficient and Transparent

Previous References

- ◆ South Lanarkshire Council, 18 May 2017

List of Background Papers

- ◆ None

Contact for Further Information

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

Joyce McDonald, Administration Adviser

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Report

14

Report to: **Executive Committee**
 Date of Meeting: **16 May 2018**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Information Strategy and Improvement Plan 2018 to 2022**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide an update on the review of the Information Strategy and Improvement Plan
- ◆ request approval for the Information Strategy and Improvement Plan

2. Recommendation(s)

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

- (1) that the Information Strategy 2018 to 2022 and the Information Strategy Improvement Plan be approved.

3. Background

- 3.1. The Information Governance Board was created in 2010 with representatives from all Resources. The Board is responsible for outlining the framework for how South Lanarkshire Council manages its information and records.
- 3.2. South Lanarkshire Council's Information Strategy 2014 to 2017 was approved by the Executive Committee on 8 October 2014. This has now been reviewed and refreshed and a new Information Strategy 2018 to 2022 has been developed. The revised Strategy and Improvement Action Plan are attached to this report as Appendices 1 and 2.
- 3.3. The Information Strategy is a key working document underpinning the drive to make improvements in the Council's information management practices.

4. Key Summary of the Information Strategy and Improvement Plan

- 4.1. The Information Strategy outlines the main aims and objectives for information governance in South Lanarkshire Council. The Strategy provides an overview and the context of information management within the Council. The main themes for the aims and objectives of the Strategy remain the same as contained in the previous version (2014 to 2017) and are Information Governance Management, Information Security, Information Legislative Compliance, Records Management and Information Sharing. The Strategy also explains accountabilities and responsibilities and refers to the relevant Council policies and procedures that are in place to support the Strategy. Finally, there is a section outlining implementation, monitoring and review.

- 4.2 The Strategy also highlights the importance of information as a key asset of the Council and is intended to provide employees with an overarching framework within which to manage the information created, stored and used by South Lanarkshire Council.
- 4.3 The Strategy is accompanied by an Information Management Improvement Action Plan. Each action in the Improvement Action Plan supports a main strategic objective. The actions are also linked to themes of South Lanarkshire Council's Records Management Plan (RMP) that was approved in June 2017 by the Keeper of the Records at the National Records of Scotland. The Action Plan also incorporates key areas for improvement as highlighted in the RMP Assessment Report which was communicated to the Council as part of the approval process.
- 5. What has changed since the last version of the Strategy?**
- 5.1 As mentioned in paragraph 4.1, the main themes, aims and objectives of the Strategy remain the same reflecting the fact that the process of developing a culture of good information governance is a gradual progression over a number of years. However, there have been a number of new developments which have been added to the Strategy.
- 5.2 Since the previous Information Strategy, the Council has had its Records Management Plan (RMP) approved by the Keeper of the Records at the National Records of Scotland (June 2017). As part of this approval, the Keeper communicated four areas where improvement was required by the Council. These areas are Business Classification Scheme, Retention Scheduling, Confidential Destruction and Audit Trail. Action to address these areas for improvement forms part of the Strategy and is included in the Improvement Plan.
- 5.3 New Data Protection legislation is currently making its way through Parliament with regard to the General Data Protection Regulations (GDPR). A separate Action Plan has been developed to address this and is being progressed. There are significant implications for the Council in how it manages and processes its personal data and therefore responding to this new legislation forms an integral part of the Information Strategy for all Resources.
- 5.4 Since the last Information Strategy, the Council has committed to implementing a new corporate Electronic Document Records Management System (EDRMS) called Objective. The introduction of this new system will assist the Council in meeting many of the requirements of the Records Management Plan mentioned in 5.2. This is a very significant project and will completely change the way the Council stores its electronic records. There are many positive implications for how the Council manages its information moving forward and the functionality of the new system will aid the Council to meet legislative requirements in terms of the Data Protection Act and the Public Records (Scotland) Act.
- 5.5 These three initiatives outlined in 5.2, 5.3 and 5.4 are all major developments for the Council and are quite rightly integral parts of the Information Strategy for 2018 to 2022 shaping how the Council is achieving its aim of further strengthening the culture of good information governance.
- 5.6 This Strategy will not relate directly to the record management functions of elected members, for instance, as a constituent representative. Councillors are now personally registered as Information Controllers in their own right and as such this Information Strategy is not intended for Councillors generally with the exception of

Councillors who continue to use the Council's systems for record management purposes.

Where Councillors utilise any of the Council's systems either electronic or otherwise for that purpose, they may be required to accept additional conditions or changes to the governance arrangements supporting the use of those systems arising from this Strategy.

Learn on Line courses are available on Data Protection. In addition separate guidance documents will be issued to Elected Members and awareness raising sessions, including a webinar, are planned for Elected Members on the General Data Protection Regulations, Data Sharing and Elected Member interaction with and responsibilities for Constituent and Council Information.

Privacy Impact Statements have been prepared and will be issued to elected members following their training session delivered by Webinar.

6. Communication to Employees

- 6.1 The Information Strategy and Improvement Action Plan will be available to employees from the Information Governance pages of the intranet. A Personnel Circular and Management Bulletin will be prepared to announce the revised Strategy and Action Plan. Managers will be advised to discuss the Strategy with their team members.
- 6.2 Regular communication to employees of topics linked to the Information Strategy will be undertaken by the Information Governance Board.

7. Employee Implications

- 7.1 There are no employee implications.

8 Financial Implications

- 8.1 Preparation of the Information Strategy will be met from existing resources.

9. Other Implications

- 9.1. The Public Records (Scotland) Act 2011 places statutory duties on the Council as a Scottish public authority to submit an RMP (mentioned above in 4.3) and to undertake a programme of improvement to satisfy the provisions of the legislation. The Council will be invited to provide annual progress update reports to the National Records of Scotland on the RMP.
- 9.2 There are no significant issues in terms of sustainability.

10. Equality Impact Assessment and Consultation Arrangements

- 10.1. There is no requirement to carry out an equality impact assessment in relation to the proposals within this report.
- 10.2. The Information Strategy has been developed in consultation with the Information Governance Board and Council Resources.

Paul Manning
Executive Director (Finance and Corporate Resources)

2 May 2018

Link(s) to Council Values/Ambitions

- ◆ Accountable, effective, efficient and transparent
- ◆ Ambitious, self aware and improving
- ◆ Achieve results through leadership, good governance and organisational effectiveness

Previous References

- ◆ Information Strategy 2014-2017

List of Background Papers

- ◆ Executive Committee report 8 October 2014 (approval of previous Information Strategy)

Contact for Further Information

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

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Information Strategy 2018-2022

Contents

1. Introduction and overview
2. Background and context
3. Strategy objectives
4. Accountabilities and responsibilities
5. Policies and procedures
6. Implementation monitoring and review
7. Summary of strategic objectives

Appendix 1 - list of policies, procedures and training courses

Appendix 2 – Information Strategy Improvement Action Plan

1. Introduction and overview

Information is an important part of our daily working lives. South Lanarkshire Council recognises the importance of further maintaining/sustaining the framework it has developed to manage the information it creates and manages.

This Information Strategy sets out the Council's plans on how it intends to manage its information over the next four years. It continues from the Information Strategy which was created in 2014 and expired in 2017

Information management can also be referred to as information governance but the principle is the same – appropriate and efficient management of information, in all formats, including electronic and paper.

Good information management brings together all of the requirements, standards and best practice that apply to the handling of information. It allows the Council and individuals to ensure that information is accurate, dealt with legally, securely and efficiently in order to deliver the best possible service. It will help protect individuals and the Council from the risk of data loss, theft or misuse.

This strategy makes the Council's aims and objectives clear in order to achieve the best information management framework possible, using the main themes of information governance as a basis.

- Information governance management
- Information security
- Information legislative compliance
- Records management
- Information sharing

It also highlights who is responsible and accountable for these and how we will implement, monitor and review the strategy.

There is already a range of good practice in evidence across the Council and these practices are being integrated with new policies and procedures being developed by the Information Governance Board (see 3.1).

2. Background and context

This section considers the nature of the information we hold, responsibility for managing it, the legal context, the risk posed by inadequate information management, before reviewing links to the Council plan, information management principles and the benefits of good information management.

2.1 Information management, legal and council context

As an employee, information management is your responsibility. Information plays a key role in all our daily working lives. The actions we take when processing data and information have an impact. We must make sure that the information we use is accurate, shared safely and managed in a secure way for the appropriate length of time that it is legally required.

Much of the information we hold contains personal information about individual members of the public, so when we are collecting, collating and presenting information, we must remember that we are looking after something which has personal significance for our service users.

In other instances the information we hold will be available on request with certain restrictions. We are all therefore custodians of information, responsible for managing and safeguarding it according to our range of policies, procedures and standards.

The pace of technological change has presented new opportunities as well as challenges in terms of information management for the Council. We have had to adapt in the way we are creating, using and handling information.

Data Protection, Freedom of Information and Environmental Requests

As well as being an important asset for the Council, information is also subject to various legislation such as the Data Protection Act 1998 (DPA), Freedom of Information (Scotland) Act 2002 (FOISA) and Environmental Information (Scotland) Regulations 2004 (EISR). This legislation requires that we have controls in place for managing information and also requires us to be open and transparent in allowing access to information.

General Data Protection Regulation (GDPR)

In May 2018 the Data Protection Act 1998 will be repealed and replaced with a new Act which will comply with the new GDPR which comes into force in the European Union on 25 May 2018. The Council requires to prepare for the new Act and to develop new procedures and review its current practices in order to be compliant.

Public Records (Scotland) Act 2011

As part of the requirements of the , the Public Records (Scotland) Act 2011, which came into force in January 2013, The Council prepared and submitted a records management plan (RMP) to the National Records of Scotland (NRS) outlining the way it manages its records. The RMP was approved by the Keeper of the Records at the NRS in June 2017, a number of improvement areas were highlighted and ongoing development of the plan will require to be monitored. This monitoring forms part of the Information Strategy.

Council risk register

The Council has identified information management as one of the top risk areas in its 2016-17 risk register, with the risk being that it is “not subject to adequate control”. Every year the register is reviewed and the risk of “information management not subject to adequate control” regularly appears in the top ten of Council risks. In recognising this as a top risk the Council will expect managers to use corporate

policies and guidance to put in place appropriate local procedures to mitigate against a failing in this area. Employees must adhere to local procedures relating to their area of work.

2.2 Links to Council plan - Connect

Good information management will assist the Council in honouring its core values as outlined in the Council plan Connect 2017-2022

Ensuring that information is efficiently and appropriately managed will help the Council achieve its vision of improving quality of life for everyone in South Lanarkshire. This Information Strategy will support the Council's aims and objectives by collecting, protecting, storing and making available the information that the Council needs to inform its decision making process.

The Information strategy will contribute to the Council plan values of

- Accountable, effective, efficient and transparent
- Fair, open and sustainable
- Ambitious, self aware and improving
- Focused on people and their needs

It will also assist in the Council ambition to

- Achieve results through leadership, good governance and organisational effectiveness

2.3 Principles

To ensure good information management, attention must be given to the key principles in the following areas.

People

Everyone who works for the Council works with information and records. All Council employees must be aware of their role in good information management and how their contribution can really enhance the Council's performance in achieving its information governance aims. Employees must follow information management guidance to name, classify and store information more accurately. Doing this will improve the ease with which information can be retrieved. They must also follow procedures which are set down for the security of data, records and information.

Managers

Managers and team leaders must set a culture of good information management within their service. This responsibility should be evident from the top level down ensuring that information management and accountability is regarded as a key component of every business function the Council undertakes. Managers must take responsibility for the ownership of the data sets and information for which they and their team are responsible. In taking responsibility they must ensure that the information they manage is accurate, timely, relevant and not excessive. This will help the service by supporting informed decision-making.

Training is also a key activity in information management and managers must ensure that their team members receive appropriate and regular training on information management and its related topics. A suite of Learn On Line courses is available on information governance, information security and data protection.

Services must be prepared to be audited internally on compliance with the Information Strategy. Findings will be reported to senior management teams and the Corporate Management Team.

Processes

Good records management practices should be applied to all stages in the information lifecycle (see diagram depicting the lifecycle of a record under 3.4). Where corporate policies are in place these should be examined for local implications and operational procedures must be developed to comply. Local procedures and processes must be reviewed and monitored to ensure that good practice is maintained.

Technology

Technology solutions should support people and processes throughout the information lifecycle. Technology solutions that enable you to find and manage information across a range of electronic and paper based systems in straightforward and meaningful ways should be considered and adopted.

The Council will also act to minimise any risks to people's privacy that may be posed by the introduction of new information technology to existing processes. This will be achieved by undertaking privacy impact assessments and data protection compliance assessments at the start of any project.

2.4 Benefits

Benefits of good information management

Good information management will bring many clear benefits to the Council, its employees and for its customers.

For the Council

- The Council will have reliable information resources on which to support its decision making process
- Properly managed information and records will provide evidence of the Council's decisions
- There will be efficiencies in storage space, ease of retrieving records and ways of working
- The Council will have the confidence of having more security control over its information
- Having good information management in place will protect and augment the Council's reputation
- Ability to meet legislative obligations in terms of data protection, freedom of information and environmental information regulations
- Supports corporate working within the Council and collaborative working with outside partners

For customers and service users

- Customers' information will be securely maintained and protected
- The Council will not inappropriately disclose or share customer information
- Where appropriate, the Council will attempt to capture information once and not have to keep going back to the customer
- Our information will be more reliable, accurate, accessible and up to date and will not be stored longer than is necessary
- The customer journey with the Council will be improved through efficient availability of the appropriate information
- Customers will be assured that the decisions the Council makes are based on reliable and accurate information

For the employee

- There will be an improved working environment
- It provides easier and efficient ways to find the information required which means less frustration
- The quality of the information can be trusted
- There will be the potential for increased productivity due to the fact that information will be easier to find
- A good framework will give employees more guidance on what to keep and what to destroy and defined guidance on how to store the important information
- There will be clearer guidance on how to share information which will lead to improved partnership working
- Provides guidance on how to meet our legal obligations
- Helps employees maintain the security of information for our customers

3. Objectives for information governance 2017-2021

3.1 Information governance management

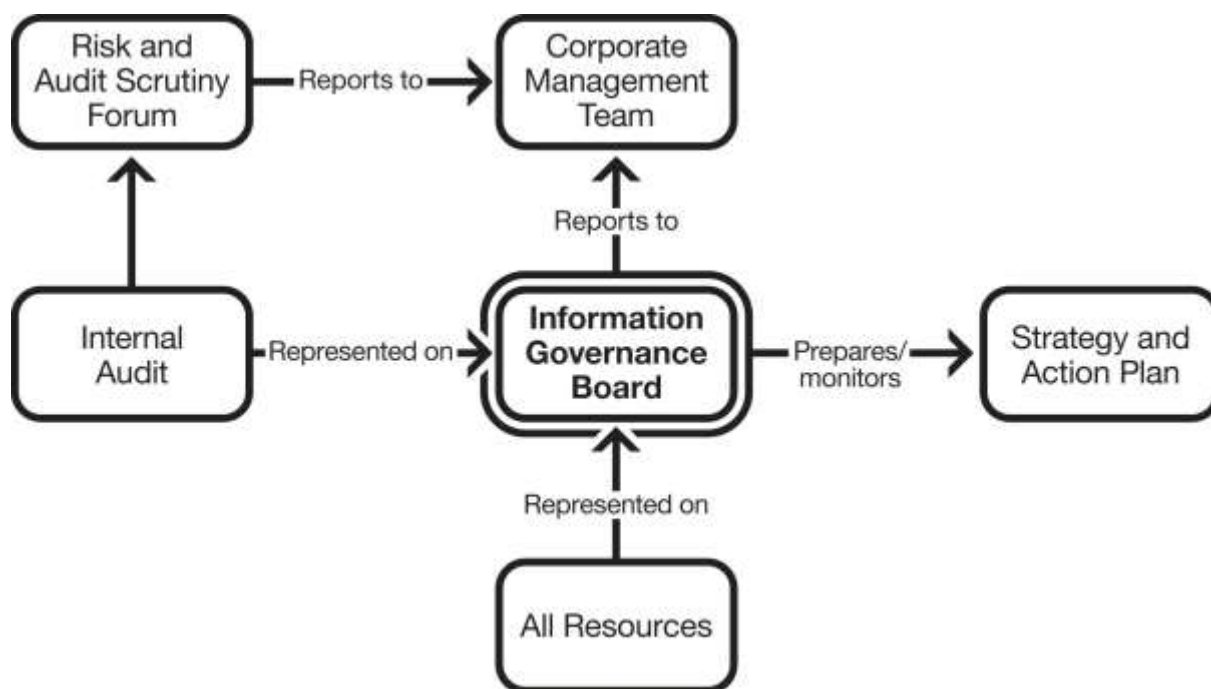
The Information Governance Board was established in January 2010. The board takes responsibility for information management policy, training and practice within the Council. It is chaired by the Head of Administration and Legal Services and reports to the Executive Director (Finance and Corporate Resources) who is also the Senior Information Risk Officer (SIRO). The board reports its progress to the Council's Corporate Management Team. The board is made up of managers from all Resources. Action plans are reported to the Resource Senior Management Teams as appropriate, for prioritisation and implementation. In terms of scrutiny, management of the information governance risk will be reported to the Risk and Audit Scrutiny Forum.

Information management contributes to the values and ambitions of the Council plan – Connect 2017-2022 and measures to record performance in this area are recorded on IMPROVe (the Council's performance measurement system). These measures are subject to scrutiny by the Executive Directors and Chief Executive.

This Information Strategy is approved by the Corporate Management Team and the Council's Executive Committee and will be reviewed every four years. (See 6.2)

Information governance is therefore managed at a corporate, senior manager and operational level across the organisation.

We will ensure that this management hierarchy for information governance is maintained.



Strategic objective:

To further strengthen the culture of information governance for all employees of South Lanarkshire Council.

3.2 Information security

Our Information Security Policy is based on the international security management standard ISO27001. This management standard provides guidance on best practice and identifies the controls that are recommended to protect information assets in electronic, paper as well as other formats such as disks or tapes.

Where these controls are appropriate to the legislative obligations and business needs of the Council they are mandatory and must be implemented.

The policy covers the key areas of control identified in ISO27001:

- security policy
- security organisation
- asset management

- personnel security
- physical and environmental security
- computer and network management
- access control
- information systems acquisition, development and maintenance
- information security incident management
- business continuity planning
- compliance

Our Information Security Management System will ensure that appropriate risk management processes are in place for each information asset.

A range of business continuity and disaster plans have been put in place and asset registers, identifying the information holdings of the Council, have been created through the information audit process.. Where appropriate, risk assessments will be carried out to identify potential threats and appropriate controls will be put in place. Security procedures will be developed to safe-guard how we manage our paper files with such measures as file tracking processes being introduced and access control being placed on physical storage.

Information security incident reporting procedure

Mention new information incident reporting procedure and information asset owners as per review of Information Security Policy.

There are policies and procedures and codes of practice already in place to support this area and these include the Information Security Policy, IT Acceptable Use Policy, the Employee Code of Conduct, Privacy Policy, Confidential Waste Policy, as well as our Corporate Standards.

We will continue to apply and review these on a regular basis.

Strategic objective:

All information created, received, managed and processed by South Lanarkshire Council will be kept secure and protected.

3.3 Information legislative compliance

Our information compliance policy sets out how we deal with requests for information from the public. It also explains who is responsible for ensuring that we comply with the legislation. The Data Protection Act 1998 (DPA) and the Freedom of Information (Scotland) Act 2002 (FOISA) cover records management. The DPA controls how we use personal data. The DPA is being repealed and replaced in May 2018 and a new Act will be put in place aligning with the General Data Protection Regulation coming into force in the European Union on 25 May 2018.

All legislative compliance issues are dealt with through the Information Governance Board. A network of resource representatives coordinates information requests and responses under FOISA, the DPA and the Environmental information (Scotland) Regulations 2004. The information compliance manager coordinates Council wide subject access requests under the Data Protection Act and advises on our use of personal data.

Other relevant legislation covered includes the Pupils' Educational Records (Scotland) Regulations 2003.

We will continue to manage information requests using the guidelines and procedures established by the Information Governance Board and review the information compliance policy at appropriate intervals.

General Data Protection Regulation (GDPR) and new DPA

On 25 May 2018 the GDPR comes into force and the United Kingdom will have replaced the DPA with a new Act. The Council has prepared a GDPR action plan and is preparing and working towards compliance with the new regulation. All Resources are working together to develop the necessary procedures and put in place the required processes in order to comply with the new legislation.

Information quality assurance

To comply with the DPA and GDPR the Council requires to ensure that it holds good quality data and information.

The key characteristics of good quality data are:

- accuracy – data should be sufficiently accurate for its intended purposes;
- validity – data should be recorded and used in compliance with relevant requirements;
- reliability – data should reflect stable and consistent data collection processes across collection points and over time;
- timeliness – data should be captured as quickly as possible after the event or activity and must be available for the intended use within a reasonable time period. Data must be available quickly and frequently enough to support information needs and to influence service or management decisions;
- relevance – data captured should be relevant to the purposes for which they are used;
- completeness – data requirements should be clearly specified, based on the information needs of the Council, and data collection processes matched to these requirements.
- it should not be excessive – especially in terms of personal data only the minimum should be collected
- that it is not kept for longer than necessary – data must be collected for appropriate business requirements only

Scanning electronic files

Scanning procedures for EDRMS will be reviewed, revised and applied as required to meet BS10008: Evidential weight and legal admissibility of electronic information. We want to ensure that records created during the scanning process containing signatures are legally admissible¹ allowing for the destruction of hardcopy files after a retention period appropriate to the information set. We will ensure, on a case by case basis, that we hold records in a format that will comply with legal admissibility only duplicating format where necessary.

Strategic objective:

To ensure that South Lanarkshire Council complies with information management legislation and adheres to information management best practice, standards and codes of practice

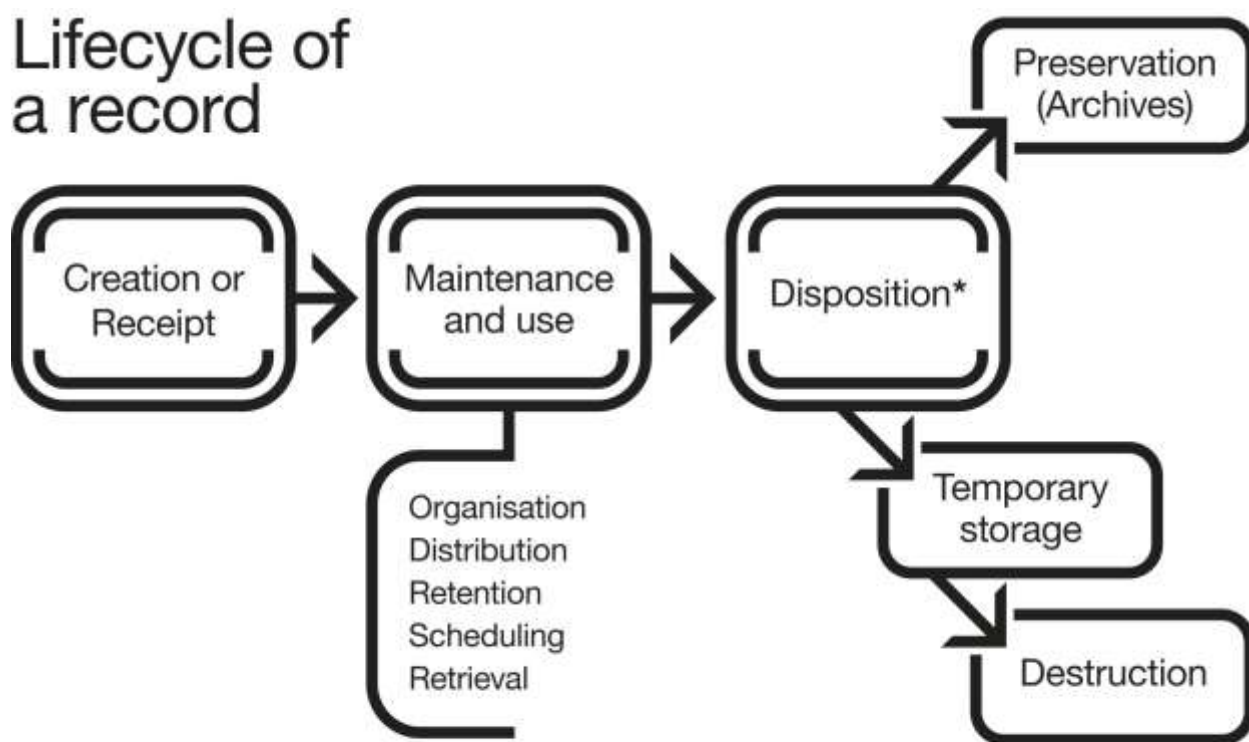
¹ Of sufficient quality to be used as evidence in court

3.4 Records management

It is essential that the records the Council creates, receives, manages and processes when carrying out its business activities are properly managed.

Records management covers the process of creating, describing, using, storing, archiving and disposing of organisational records according to a defined set of standards. This applies to all records including paper, electronic records, emails, CCTV footage, DVD, CD, VHS and digital. Good records management helps us comply with the principles of Data Protection and respond to freedom of information enquiries. It will also help the Council meet its obligations under the Public Records (Scotland) Act 2011.

It is the responsibility of the people who create, use, transfer and destroy the Council's information and records to make sure, that at each and every stage of its lifecycle, it is managed appropriately.



*** Disposition** - This is the stage at which the decision is taken to either transfer the record to temporary storage and/or destruction or permanent preservation.

The main principles upon which records management is implemented throughout the Council are:

- All employees should create the necessary records to provide comprehensive, reliable and authentic evidence of the organisation's decisions and activities

- Records are subject to a retention/disposal policy and supporting schedules which are properly implemented to ensure records are destroyed or transferred elsewhere at the appropriate time
- There will be provision for the preservation and secure storage of records for as long as they are required
- All systems and processes dealing with records ensure the quality and reliability of the organisation's records

We will continue to review our policies and procedures on records management to ensure they are relevant to the needs of the organisation.

Electronic records management and digital preservation

A large percentage of the records the Council processes are now what is known as “born digital” meaning that the records exist in electronic format and may never become a paper record. This poses additional challenges for the Council in terms of the management of these records. Digital records that are required to be retained for long periods of time e.g. Some Social Work children’s files which have a retention period of 100 years, must be monitored for the duration of their life cycle to ensure that they will be accessible and usable in 100 years time. Digital preservation strategies include making sure that there is more than one copy of the data, held in different locations, making sure that the data is stored in a format that will be easily accessed in the future and monitoring the file at regular intervals to ensure that it is still accessible. In order to plan effectively for the future, the Council requires to assess its digital preservation requirements. An action to take this forward, and identify the associated implications will be incorporated into the Information Strategy Action Plan.

Records Management Plan

South Lanarkshire Council submitted a records management plan under the Public Records (Scotland) Act 2011 which was approved by the Keeper of the Records in June 2017.

The records management plan (RMP) will help the Council meet its statutory obligations, introduce improvements and efficiencies and assist the Council in responding to its users’ needs. It will allow the Council to better monitor its services, maintain accurate records of the circumstances and experiences of individuals, and safeguard the records of vulnerable people.

The RMP must be updated on a regular basis and will require to be refreshed and re-submitted to the National Records of Scotland in five years time.

A number of areas for improvement were highlighted in the Keeper of the Records’ assessment report on South Lanarkshire Council’s RMP. These included action in the following elements of the plan:

- Element 4 Business Classification
- Element 5 Retention Schedule
- Element 6 Destruction Procedures
- Element 11 Audit Trail

Electronic Document Records Management System (EDRMS)

An area of strategic importance in terms of records management is the implementation of a replacement EDRMS across the Council. The new EDRMS will be implemented across Council business areas from 2018 on a phased basis. This

programme will eventually replace the Council's shared network drives for document storage, with few exceptions.

Strategic objective:

South Lanarkshire Council will ensure that records are properly managed for the duration of their lifecycle

3.5 Information sharing

Information sharing covers the proper governance of information sharing practice across South Lanarkshire Council and its partners. It is essential that care is taken when sharing information as this could potentially involve sharing personal information about our customers, staff and other stakeholders. It is our duty of care to ensure that we adhere to the highest quality of standards and that our protocols meet with Data Protection legislation. The Council and its partners need to work effectively and efficiently together to tailor services to the individual needs of its customers and service users. Sharing information between parties is vital to the provision of certain services but it is also important to maintain a certain degree of security to guarantee the confidentiality, integrity, and availability of information resources.

Our data sharing policy deals with the following areas:

- Definitions of information that requires to be protected
- Identification of potential threats to the security of the information
- Protective measures which can be put in place to prevent breaches of security
- Determining information access protocols
- Defining roles and responsibilities
- Monitoring the effectiveness of the policy

The strategy takes account of the Lanarkshire Information Sharing Protocol and each agency's employees have different access permission levels to shared information.

There is also other guidance available for information sharing including the Scottish gold standard protocol for health, education and social care services and the UK framework code of practice for sharing personal information developed by the Information Commissioner.

We will ensure that information-sharing protocols are established, maintained and reviewed in all areas of our activities and service provision.

Knowledge sharing

Less tangible than information, knowledge is however an extremely important asset of the Council. It is increasingly important when resources are limited or reducing that organisational knowledge is shared in order to minimise mistakes, avoid unnecessary effort and make informed decisions. This can be achieved through both formal and informal approaches to knowledge management. There are a range of tools and techniques in this area, from the improved use of contact databases to find people in the know - to using communities of practice to share knowledge and expertise.

We will support the use of appropriate knowledge management tools and techniques to improve knowledge sharing within the Council and with others outside.

Strategic objective:

The Council will actively share information with other organisations adhering to data sharing protocols and procedures which ensure the appropriate level of security.

4. Accountabilities and responsibilities

4.1 Accountabilities

There is shared accountability amongst all employees across the Council for information management. However, specific officers have accountability for:

- Information governance management (Finance and Corporate Resources Executive Director and Head of Administration and Legal Services)
- Senior Information Risk Officer (SIRO)
- Information security (Information Security Manager)
- Information compliance (Information Compliance Manager)(may come out)
- Data Protection Officer (to be confirmed)
- Information quality assurance (Data custodian for property information, managers)
- Records management (Administration Adviser, Resource electronic records managers/Administration officers)
- Information sharing (IT Business Systems Managers, Information Asset Owners (as noted in Information Audits),)
- Data controller (the Council)

The Information Governance Board is responsible for co-ordinating the creation of this strategy, implementing associated actions and monitoring their progress.

4.2 Responsibilities

The Council is responsible for the information assets it owns and possesses. However, responsibility is delegated as follows to certain custodians, information authors and users (see definitions, below).

All – You are responsible for your wider personal actions as an employee of the Council, ensuring there are no conflicts of interest. This includes your responsibilities under the code of conduct, including confidentiality and not using Council information for your own use.

Employees – responsible for applying the range of information management policies and procedures in their day-to-day activities.

Managers - responsible for:

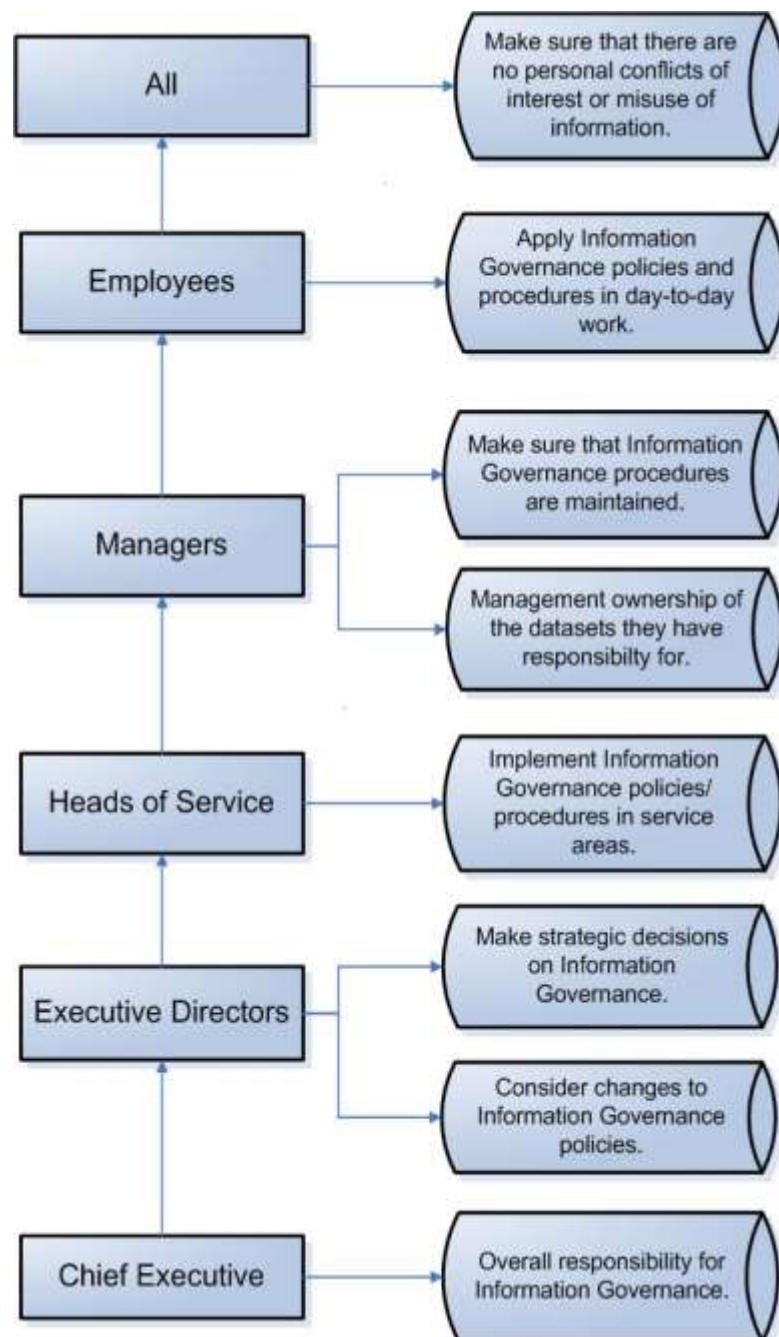
- taking management ownership of data sets they are responsible for,
- information quality assurance
- ensuring that information management procedures are maintained. These could be subject to inspection by Internal Audit
- ensuring data sharing protocols are adhered to

Heads of Service – responsible for ensuring information management policies and procedures are implemented within service areas.

Executive Directors – responsible for strategic decisions on information governance and approval of relevant policies dealing with the themes of information security, information compliance, information quality assurance, records management and information sharing.

Chief Executive – overall responsibility.

Who has responsibility for what?



5. Policies and procedures

5.1 Existing policies, procedures and training

A number of existing policies, procedures and training courses are available to support the main themes of information management. These policies are all available to employees on the Council intranet and the courses are available on Learn On Line. There are also individual resource procedures which support how information is handled on a local level.

A list of these policies, procedures and relevant training is available in appendix 1.

6. Implementation, monitoring and review

6.1 Information Strategy Improvement Action Plan

An Information Strategy Improvement Action Plan has been developed to accompany the Information Strategy. The plan includes action from each of the main themes of the strategy and links each task to a main strategic objective.

The Information Strategy Improvement Action Plan is available as appendix 2.

6.2 Monitoring and review

The action plan is reviewed regularly by the Information Governance Board. Regular reports are also submitted to the Corporate Management Team in order to satisfy them that the appropriate controls are in place to ensure good information management across the Council.

Measures to record performance on information governance are monitored and assessed via the Council's performance management system – IMPROVe.

This Information Strategy will be refreshed every four years and will be approved by the Corporate Management Team and the Council's Executive Committee as part of this process.

Information management will also be monitored on the Council's risk register with annual reviews taking place.

Internal Audit

The Council's Internal Audit Team also incorporate regular information governance internal audit investigations into their annual audit programme. They will also independently review the Information Strategy Improvement Action Plan by taking a sample of the actions when they are completed to provide an independent assurance that they are completed as intended.

Records Management Plan

The Council will be required to keep its Records Management Plan up to date and regularly reviewed. It will require to be refreshed and re-submitted to the Keeper of the Records at the National Records of Scotland every five years.

7. Strategic objectives - summary

The main strategic objectives of the information strategy are summarised below:-

Information governance management

Strategic objective:

To further strengthen the culture of information governance for all employees of South Lanarkshire Council.

Information security

Strategic objective:

All information created, received, managed and processed by South Lanarkshire Council will be kept secure and protected.

Information legislative compliance

Strategic objective:

To ensure that South Lanarkshire Council complies with information management legislation and adheres to information management best practice, standards and codes of practice

Records management

Strategic objective:

South Lanarkshire Council will ensure that records are properly managed for the duration of their lifecycle

Information sharing

Strategic objective:

The Council will actively share information with other organisations adhering to data sharing protocols and procedures which ensure the appropriate level of security.

Appendix 1

Policies, procedures and training courses

Subject title	Policies and procedures	Training courses
Information governance management	Information Strategy Employee Code of Conduct	Information Governance – an Introduction - Learn On Line course
Information security	Information Security Policy Confidential Waste Policy Risk Bulletins	Information Security - Learn On Line course
Information legislative compliance	Information Compliance Policy Freedom of Information Policy Privacy Policy Information Security Incident Notification Process Data Protection Subject Access Procedure Privacy Impact Assessment Guidance	Introduction to Data Protection - Learn On Line course How Data Protection Works - Learn On Line course Suite of Freedom of Information courses
Records management	Records Management Policy Retention schedules Retention and Disposal Policy EDRMS procedural documentation Version Control Guidance Naming Convention Guidance Confidential Waste Policy	Records Management – Learn On Line Course
Information sharing	Data Sharing Policy Lanarkshire Information Sharing Protocol – Good Practice Guide CCTV Operation and Information Management Policy	Data Sharing - Learn On Line Course Information Sharing Protocol

Information Strategy - Improvement Plan

Action	Description	Which Strategic Outcome is it supporting?	Responsible	Status (planned, active, complete)	Records Management Plan Element	Priority Level (1,2 or 3) 1= highest priority
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Note: This is a high level strategic overview of all planned actions. See Information Strategy working action plan for timescales and progress

1.Information Governance Management

1.1	Continue to develop and enhance the programme of information management training	The culture of information governance needs to be firmly embedded into learning and development process.	To further strengthen the culture of information governance for all employees of South Lanarkshire Council	Information Governance Board	Active	Element 12	2
1.2	Monitor and ensure that appropriate employees undertake relevant information management training	The culture of information governance needs to be firmly embedded into learning and development process.	To further strengthen the culture of information governance for all employees of South Lanarkshire Council	All Executive Directors	Active	Element 12	2
1.3	Implementation, development and rollout of EDRMS across the Council including file plan creation and the development of a business classification scheme and audit trail functionality.	Implementation of replacement EDRMS which will be rolled out in time to all business areas of the Council.	South Lanarkshire Council will ensure that records are properly managed for the duration of their lifecycle	EDRMS Implementation Group	Active	Elements 4, 5, 6 and 11	1
1.4	Monitor and ensure that appropriate employees undertake relevant training and instruction in relation to the operation of the new EDRMS.	Ensure that EDRMS is operated in an efficient matter	South Lanarkshire Council will ensure that records are properly managed for the duration of their lifecycle	All Executive Directors	Planned	Element 12	1
1.5	Continue the ongoing employee communication and promotion of the Information Strategy, RMP and all related policies and strategies	Develop regular topics for communication to employees	To further strengthen the culture of information governance for all employees of South Lanarkshire Council	Information Governance Board	Active	Elements 3 and 12	2

Information Strategy - Improvement Plan

	Action	Description	Which Strategic Outcome is it supporting?	Responsible	Status (planned, active, complete)	Records Management Plan Element	Priority Level (1,2 or 3) 1= highest priority
1.6	Communicate changes to operational procedures resulting from operational implementation of the Information Strategy, RMP and related policies and strategies.	Monitor changes made to such policies and strategies for operational impact and to communicate any reciprocal changes to operational procedures.	To further strengthen the culture of information governance for all employees of South Lanarkshire Council	All Executive Directors	Active	Elements 3 and 12	2
1.7	Maintain the Council's Information Asset Register / Information Audit data.	Resources to use their information audits spreadsheets as Information Asset Register	South Lanarkshire Council will ensure that records are properly managed for the duration of their lifecycle	Information Asset Owners	Active	Elements 3 and 4	3
1.8	Complete Information Governance Assessment Checklist on an annual basis	Annual task	To further strengthen the culture of information governance for all employees of South Lanarkshire Council	All Executive Directors	Active	Elements 3 and 13	3
1.9	Develop monitoring and assessment for the Records Management Plan using the National Records of Scotland PUR schedule	Develop reporting arrangements in order to report back to the National Records of Scotland on progress on the RMP.	To embed information governance into the culture of South Lanarkshire Council for all employees.	Information Governance Board	Planned	Element 13	2
1.10	Contribute to the Records Management Plan Progress Update Report as described in 1.9	Develop arrangements in order to support the Information Governance Board's report back to the National Records of Scotland on progress on the RMP.	To embed information governance into the culture of South Lanarkshire Council for all employees.	All Executive Directors	Planned	Element 13	2

Information Strategy - Improvement Plan

	Action	Description	Which Strategic Outcome is it supporting?	Responsible	Status (planned, active, complete)	Records Management Plan Element	Priority Level (1,2 or 3) 1= highest priority
1.11	To provide reports to the Information Governance Board in relation to undertaking tasks allocated to them in terms of this Information Strategy at regular intervals as and when required by the Information Governance Board	To assist in the provision of appropriate governance monitoring of compliance with this Information Strategy	To embed information governance into the culture of South Lanarkshire Council for all employees.	All Executive Directors	Planned	Element 13	2
1.12	Monitor and collate reports from Executive Directors in relation to undertaking tasks allocated to them in terms of this Information Strategy and to report on progress to the Corporate Management Team and the Council at regular intervals.	To provide appropriate governance monitoring of compliance with this Information Strategy	To embed information governance into the culture of South Lanarkshire Council for all employees.	Information Governance Board	Planned	Element 13	2
2. Information Security							
2.1	Review Resource disposal arrangements for the destruction of electronic records	Review arrangements for electronic records destruction. Review all current business systems.	To ensure that all information within the care of South Lanarkshire Council is secure and protected	All Executive Directors as Default Information Asset Owners	Planned	Element 6	2
2.2	Resources to review information security arrangements in line with the Council Information Security Policy	The Information Security Policy has been refreshed. Resources are required to reassess their processes	To ensure that all information within the care of South Lanarkshire Council is secure and protected	All Executive Directors as Default Information Asset Owners	Planned	Element 8	2

Information Strategy - Improvement Plan

	Action	Description	Which Strategic Outcome is it supporting?	Responsible	Status (planned, active, complete)	Records Management Plan Element	Priority Level (1,2 or 3) 1= highest priority
2.3	Embed Information Security training into employee PDRs	Resources to identify employees who deal with sensitive information and ensure that information security training is included in their PDRs	To ensure that all information within the care of South Lanarkshire Council is secure and protected	All Executive Directors as Default Information Asset Owners	Planned	Element 8	2
2.4	Resources to review internal procedures for file movement and transfers both physical and electronic in line with Information Security Policy	Resources to review existing procedures and communicate to employees on a regular basis	All information created, received, managed and processed by South Lanarkshire Council will be kept secure and protected.	All Resources	Planned	Element 8	3
2.5	Introduce procedures for audit trail to enable electronic records to be more auditable	Where possible (in EDRMS and business systems) introduce proactive audit trail procedures so that the Council is completely in control of its electronic records	All information created, received, managed and processed by South Lanarkshire Council will be kept secure and protected.	All Executive Directors as Default Information Asset Owners	Planned	Element 11	2
3. Information Legislative Compliance							
3.1	Resources to do annual assessment of employee training needs in relation to handling FOI/EI(S)R and Data Protection requests maintaining a training record.	Resources need to self assess their training needs and keep the momentum going. Need to record who has received training and where gaps exist.	To further strengthen the culture of information governance for all employees of South Lanarkshire Council	All Executive Directors as Default Information Asset Owners	Active	Elements 9 & 12	3

Information Strategy - Improvement Plan

	Action	Description	Which Strategic Outcome is it supporting?	Responsible	Status (planned, active, complete)	Records Management Plan Element	Priority Level (1,2 or 3) 1= highest priority
3.2	Prepare the Council for the implementation of new Data Protection legislation	Undertake General Data Protection Regulation action plan and the equivalent action plan in relation to data protection laws as they relate to the Council's functions as a competent law enforcement authority.(see separate plan) to ensure that the Council is prepared for the implementation of new Data Protection	To ensure that South Lanarkshire Council complies with information management legislation and adheres to information management best practice, standards and codes of practice	Information Governance Board	Active	Element 9	1
3.3	Implement all actions required by the action plan prepared in connection with new Data Protection legislation	Implement the General Data Protection Regulation action plan and the equivalent action plan in relation to data protection laws as they relate to the Council's functions as a competent law enforcement authority.(see separate plan) to ensure that the Council is prepared for the implementation of new Data Protection legislation.	To ensure that South Lanarkshire Council complies with information management legislation and adheres to information management best practice, standards and codes of practice	All Executive Directors as Default Information Asset Owners	Active	Element 9	1

Information Strategy - Improvement Plan

	Action	Description	Which Strategic Outcome is it supporting?	Responsible	Status (planned, active, complete)	Records Management Plan Element	Priority Level (1,2 or 3) 1= highest priority
3.4	Develop corporate scanning procedures	Scanning procedures to be introduced as necessary to ensure that records created in this way (containing signatures) are legally admissible. Review against BS10008:Evidential Weight and Legal Admissibility of electronic information. The purpose is to make sure that hardcopy files can be safely destroyed after appropriate retention periods.	To ensure that South Lanarkshire Council complies with information management legislation and adheres to information management best practice, standards and codes of practice	EDRMS Implementation Group	Planned	Elements 6 and 10	3

4. Records Management

4.1	Encourage and provide advice to all areas of the Council with regard to retention schedules	Keep retention schedules up to date and relevant	South Lanarkshire Council will ensure that records are properly managed for the duration of their lifecycle	Information Governance Board	Active	Elements 3 and 5	2
4.2	Initiate a programme of developing retention schedules for business areas where no retention schedule exists progresses	Identify service areas where no retention schedule exists and develop retention guidelines for that service.	South Lanarkshire Council will ensure that records are properly managed for the duration of their lifecycle	All Executive Directors as Default Information Asset Owners	Active	Elements 3 and 5	2
4.3	Review Council's Vital Records on an annual basis	Annual task	South Lanarkshire Council will ensure that records are properly managed for the duration of their life cycle.	All Executive Directors as Default Information Asset Owners	Active	Element 10	3

Information Strategy - Improvement Plan

	Action	Description	Which Strategic Outcome is it supporting?	Responsible	Status (planned, active, complete)	Records Management Plan Element	Priority Level (1,2 or 3) 1= highest priority
4.4	Assess the Council's future requirements for the preservation of electronic records in order to plan for digital continuity.	As technology advances and processes change, the Council needs to investigate how best to protect the records and information it requires to retain for longer term storage and permanent conservation.	South Lanarkshire Council will ensure that records are properly managed for the duration of their life cycle.	All Resources	Planned	Elements 5, 10 and 11	3
5. Information Processing							
5.1	Develop guidance for contractual terms and conditions with data processors including the monitoring of information security	There is a need to be proactive in monitoring how the Council's data processors are complying with conditions of data processing agreements	The Council will use processors for the better performance of the discharge of their functions. It is vital to ensure that processors adhere to the appropriate contractual obligations including ensuring the appropriate level of security	Information Governance Board	Active	Elements 8, 9 and 14	2
5.2	Implement guidance for contractual terms and conditions with data processors including the monitoring information security	There is a need to be proactive in monitoring how the Council's data processors are complying with conditions of data processing agreements	The Council will actively share information with other organisations adhering to data sharing protocols and procedures which ensure the appropriate level of security	All Executive Directors as Default Information Asset Owners	Active	Elements 8, 9 and 14	2
5.3	Develop procedures to ensure Data Protection Compliance Assessments and Privacy Impact Assessments are carried out on every new instance of data sharing	Embed the culture of Data Protection Compliance Assessment and Privacy Impact Assessments into the Council's data sharing practices	The Council will actively share information with other organisations adhering to data sharing protocols and procedures which ensure the appropriate level of security	Information Governance Board	Active	Elements 8, 9 and 14	2

Information Strategy - Improvement Plan

	Action	Description	Which Strategic Outcome is it supporting?	Responsible	Status (planned, active, complete)	Records Management Plan Element	Priority Level (1,2 or 3) 1= highest priority
5.4	Develop arrangements to ensure that contracts comply with guidance for contractual terms and conditions with data processors including the monitoring of information security	There is a need to be proactive in monitoring how the Council's data processors are complying with conditions of data processing agreements	The Council will use processors for the performance of the discharge of their functions. It is vital to ensure that processors adhere to the appropriate contractual obligations including ensuring the appropriate level of security	All Executive Directors	Active	Elements 8, 9 and 14	2
5.5	Maintain and update the information sharing spreadsheet	Keep an up to date record of the sharing of information with third parties	The Council will actively share information with other organisations adhering to data sharing protocols and procedures which ensure the appropriate level of security	All Executive Directors	Active	Elements 8, 9 and 14	3

Report

15

Report to:	Executive Committee
Date of Meeting:	16 May 2018
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Recommitment to the Terms of the Armed Forces Community Covenant
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise members of proposals for the Council to recommit to the terms of an updated Armed Forces Community Covenant including participating in the work of a reformed First Base Group to take forward the terms of the new Covenant in Lanarkshire

2. Recommendation(s)

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

- (1) that the proposed recommitment by the Council to the terms of an updated Armed Forces Community Covenant be approved;
- (2) that the Leader of the Council and the Chief Executive sign the updated Covenant on the Council's behalf as part of the Armed Forces Day event on 23 June 2018; and
- (3) that proposals for the Council to participate in a relaunched pan-Lanarkshire Firm Base Group be approved.

3. Background

- 3.1. On 5 March 2012 the Council together with a range of partners from NHS, the Military, the voluntary and charity sectors signed up to the terms of a Community Covenant for South Lanarkshire. The Leader and the Chief Executive signed the document on the Council's behalf.
- 3.2. The original Covenant document was set up as a statement of mutual support between the civilian community and its local Armed Forces Community. The Covenant was intended to complement the Armed Forces Covenant which outlined the moral obligation between the Nation, the Government and the Armed Forces at a local level.
- 3.3. In summary, the specific aims of the Armed Forces Community Covenant were to:-
 - ◆ encourage local communities to support the armed forces community in their areas

- ◆ nurture public understanding and awareness amongst the public of issues affecting the armed forces community
- ◆ recognise and remember the sacrifices faced by the armed forces community
- ◆ encourage activities which help to integrate the armed forces community into local life
- ◆ encourage the armed forces community to help and support the wider community, whether through participation in events and joint projects, or other forms of engagement

3.4 To take the principles of the original covenant forward, a local group was set up under the co-ordination of the Army entitled Lanarkshire Firm Base which aimed to bring a range of organisations including North and South Lanarkshire Councils, the NHS, the Military, voluntary sector groups, appropriate charitable organisations and other Community Planning partners to work together to improve services and support to local veterans and their families by progressing the terms of the Covenant.

3.5 The Lanarkshire Firm Base met on a number of occasions and was initially chaired by the Army representative from 6 Scots. The group considered a number of areas impacting on the lives of veterans including how to access funding which was made available at a national level. Due however, to the changing needs of veterans and the growing number of organisations working with and supporting local veterans and their families, it is considered that there is an opportunity to relaunch the firm Base Group to provide an updated focus and ensure a coordinated approach to issues facing veterans.

4. Current Position

4.1. As stated above, it has been identified that there is a real need of more joined up support for veterans in Lanarkshire. This requirement has been raised by voluntary and charity organisation who work with veterans and their families locally.

4.2 It is considered that this work requires an updated multi-agency approach to be led by both North and South Lanarkshire Councils to bring together a reformed Lanarkshire Firm Base Group to take forward the terms of the updated Covenant with the overarching aim to improve the quality of support for veterans in Lanarkshire. This group would include Community Planning Partners, the military and groups from the Charity and Voluntary sectors with its first meeting taking place in mid to late June.

4.3 To underline and raise awareness of this support, it is proposed that the Council recommits to the Armed Forces Community Covenant by the Leader of the Council and the Chief Executive signing an updated version of the Covenant document and it is hoped that the official signing would coincide with the Council's Armed Forces Day Flag Raising Event which is scheduled to take place on 23 June 2018

5. Employee Implications

5.1. There are no employee implications in terms of this report.

6. Financial Implications

6.1. There are no financial implications arising from this report.

7. Other Implications

7.1. There are no significant issues in terms of risk or sustainability.

8. Equality Impact Assessment and Consultation Arrangements

- 8.1. There was no requirement to carry out an Equality Impact Assessment. Some initial discussion has taken place with appropriate groups on the formation of a new Firm Base Group.

Paul Manning

Executive Director (Finance and Corporate Resources)

30 April 2018

Link(s) to Council Values/Objectives

Working with and Respecting Others

Previous References

8 February 2012

List of Background Papers

Armed Forces Community Covenant document.

Contact for Further Information

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

Gordon Bow

Administration Manager

Ext: 4719 (Tel: 01698 454719)

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

Report

16

Report to:	Executive Committee
Date of Meeting:	16 May 2018
Report by:	Chief Executive

Subject:	Recommendation Referred by Education Resources Committee
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ request approval of the following recommendation referred to this Committee by the Education Resources Committee held on 24 April 2018

2. Recommendation(s)

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

- (1) that the recommendation referred by the Education Resources Committee in relation to the Enhanced Priorities for Allocation of the Paid Privilege Transport Scheme be approved.

3. Background

3.1. Enhanced Priorities for Allocation of the Paid Privilege Transport Scheme – Extract of Minute

3.1.1. A report dated 4 April 2018 by the Executive Director (Education Resources) was submitted on a proposal to revise the current priorities for the allocation of paid privilege places.

A paid privilege place was provided only when there was spare capacity on existing mainstream school transport contracts. At present, there were 4 priorities for the allocation of places and it was now proposed that consideration be given to families on low income. Consequently, pupils entitled to free school meals would now be considered as Priority 3, with effect from August 2018.

The revised priorities would be as follows:-

- ♦ **Priority 1** pupils whose family circumstances had been disrupted due to a health condition which affected their immediate carer. In those circumstances, supporting documentation from an appropriate agency such as the NHS or Social Work would be required.
- ♦ **Priority 2** pupils whose family circumstances had been disrupted due to a significant change to the child or young person's home life. In those circumstances, supporting documentation from an appropriate agency such as the NHS or Social Work would be required.
- ♦ **Priority 3** pupils who were entitled to free school meals. Places would be issued to pupils who lived further from the school until all the places had been allocated

- ♦ **Priority 4** pupils whose permanent home address was within the catchment area. Places would be issued to pupils who lived further from the school until all the places had been allocated
- ♦ **Priority 5** pupils whose permanent home address was outwith the catchment area. Places would be issued to pupils who lived further from the school until all the places had been allocated

The Committee recommended to the Executive Committee

that the revised priorities for the allocation of paid privilege places on existing mainstream school transport, with effect from August 2018, be approved.

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

- 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.

Lindsay Freeland
Chief Executive

1 May 2018

Link(s) to Council Values/Ambitions/Objectives

- ♦ Accountable, effective, efficient and transparent

Previous References

- ♦ Minutes of Education Resources Committee of 24 April 2018

List of Background Papers

- ♦ Individual reports to Resource Committees

Contact for Further Information

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

Gordon Bow, Administration Manager

Ext: 4719 (Tel: 01698 454719)

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

Report

17

Report to:	Executive Committee
Date of Meeting:	16 May 2018
Report by:	Executive Director (Community and Enterprise Resources)

Subject:	Strategic Environmental Assessment Progress Report
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ inform the Committee of the progress in carrying out Strategic Environmental Assessments (SEA) on the Council's policies, plans, programmes and strategies.

2. Recommendations

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

- (1) that the statutory requirement for SEA to inform the development of Council led policies, plans, programmes and strategies be noted; and
- (2) that progress in conducting SEAs within the Council be noted.

3. Background

- 3.1. The Environmental Assessment (Scotland) Act 2005 requires the Council as a 'Responsible Authority' to carry out a Strategic Environmental Assessment of all its policies, plans, programmes and strategies (plans).
- 3.2. The SEA process helps to integrate environmental considerations into the preparation and adoption of plans. The SEA is carried out in a staged process alongside the preparation of the proposed plan. Throughout the process, the plan can be adjusted to mitigate negative, or enhance beneficial, environmental effects.
- 3.3. SEAs help to promote the Council's commitment to sustainability and are a key priority within the Sustainable Development and Climate Change Strategy. The Corporate SEA Working Group continues to meet regularly to oversee the progression of SEAs across the Council. Its remit also includes development and mainstreaming of employee knowledge and understanding of the SEA process and development of the skills needed to undertake assessments. The Group is chaired by the Planning Officer (SEA).
- 3.4. The SEA process is further supported by the publication of the biennial South Lanarkshire State of the Environment Report which provides the baseline environmental data. The 2017 edition of this report is being presented for approval under separate items at this Committee.

- 3.5. The South Lanarkshire State of the Environment Report has been cited as an example of good practice in national SEA research carried out on behalf of the Scottish Government and the statutory Consultation Authorities, Historic Environment Scotland, Scottish Environment Protection Agency and Scottish Natural Heritage (Land Use Consultants Ltd, October 2017).
- 3.6. As part of the SEA process, the Council is also required to formally consult with the statutory Consultation Authorities. This is facilitated by the Scottish Government's SEA Gateway.
- 3.7. In March 2009, the Executive Committee delegated authority to the Chief Executive to make determinations on whether a Council led plan is exempt from SEA or if a full SEA would be carried out. These determinations are collated by the SEA Gateway and issued to the statutory Consultation Authorities for consultation and agreement. This process is facilitated within the Council by the Planning Officer (SEA).

4. Progress in carrying out SEAs

- 4.1. The Council has a statutory duty to consider and carry out an SEA for all its policies, plans, programmes and strategies as they are being developed or refreshed. During 2017/2018, a wide range of Council led plans were subject to SEA.
- 4.2. The SEA Act requires the Council to assess whether plans are within the scope of the legislation and whether SEA is required. This can be considered through either Pre-screening or Screening.
- 4.3. Ten assessments of plans were completed at the Pre-screening stage. At this stage, the Council informed the Scottish Government's SEA Gateway of their opinion that these plans were exempt from SEA as their implementation would have no or minimal effect on the environment. These are detailed in Table 1.

Table 1: Pre-screening completions 2017/2018

Lead Resource	Plans
Community and Enterprise	Balloon and Sky Lantern Releases Policy
	Collections Development Policy
	Fleet Asset Management Plan
	Roads Asset Management Plan
Finance and Corporate	Information and Communication Technology Asset Management Plan
	Sustainable Procurement Policy
Housing and Technical	Corporate Asset Management Plan
	Housing Stock Asset Management Plan
	Property Asset Management Plan
	Security Strategy

- 4.4. Following Screening and with the agreement of the Consultation Authorities, the Council made formal determinations that two plans did not require to undergo full assessment. It was determined that these plans were unlikely to have significant environmental effects as they had previously been subject to SEA and no additional significant environmental effects were anticipated, or, plans higher in the hierarchy of plans had undergone SEA. These are detailed in Table 2.

Table 2: Screening Determinations 2017/2018

Lead Resource	Plans
Community and Enterprise	Air Quality Action Plan
Finance and Corporate	Local Outcomes improvement Plan

- 4.5. Four plans are currently subject to full SEA and Environmental Reports are being progressed for them. Details of these plans are set out in Table 3.

Table 3: Plans at Environmental Report Stage, March 2018

Lead Resource	Plans
Community and Enterprise	Air Quality Strategy
	Contaminated Land Strategy
	Invasive Species Strategy
	Local Development Plan 2

- 4.6. The national SEA research published in October 2017 highlighted that the SEA of Local Development Plan 2 is an example of good practice, noting that it followed a strongly iterative process and drew on comments from the Consultation Authorities on previous SEAs to deliver a proportionate result.
- 4.7. The final stage of the SEA process is the preparation and submission of a Post Adoption Statement to the SEA Gateway. In 2017/2018, both the South Lanarkshire Biodiversity Strategy and the Council's Biodiversity Duty Implementation Plan underwent SEA and a Post Adoption Statement will be prepared for these plans following their approval at Committee.
- 4.8. During 2017/2018, work on translating the State of the Environment Report to Glow, the education platform used by our schools was progressed. The project, the first of its kind in Scotland, will be formally launched and rolled out in 2018/2019.
- 4.9. The Strategic Environmental Assessment work continues to promote the protection and enhancement of the South Lanarkshire environment for our people and communities.

5. Employee Implications

- 5.1. None

6. Financial Implications

- 6.1. None

7. Other Implications

- 7.1. Failure to make a formal determination in relation to a plan could result in the SEA process having to be restarted leading to a delay in the development of the plan. Council actions in relation to SEA are also open to legal challenge, and it is therefore important to ensure compliance with the legislation.

8. Equality Impact Assessment and Consultation Arrangements

- 8.1. This report does not introduce a new policy, function or strategy or recommend a significant change to an existing policy, function or strategy, and, therefore, no impact assessment is required. The report is for information only and consultation on its contents is not required.

Michael McGlynn
Executive Director (Community and Enterprise Resources)

18 April 2018

Link(s) to Council Values/Ambitions/Objectives

- ◆ Fair, open and sustainable
- ◆ Make communities safer, stronger and sustainable

Previous References

- ◆ Executive Committee, 25 March 2009

List of Background Papers

- ◆ South Lanarkshire Council Sustainable Development Strategy 2017 – 2022 (approved by Executive Committee, December 2017)
- ◆ South Lanarkshire State of the Environment Report 2017 (presented for approved by Executive Committee, May 2018)

Contact for Further Information

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

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Report

18

Report to: **Executive Committee**
 Date of Meeting: **16 May 2018**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Local Child Poverty Action Report**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide the Executive Committee with a report detailing the new statutory duty on the Council and NHS Lanarkshire to jointly produce an annual Local Child Poverty Action Report.

2. Recommendation(s)

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

- (1) that the contents of the report be noted;
- (2) that the understanding reached with NHS Lanarkshire on the production of a joint Local Child Poverty Action Report and that the first Local Child Poverty Action Report is to cover the period from 1st April 2018 to 31st March 2019 and be published by 30th June 2019 be noted;
- (3) that the intention to publish all subsequent reports by 30 June each year be noted;
- (4) that the latest guidance from the Scottish Government, the latest projections for the Scottish Government on child poverty and relevant comments made by the Poverty and Inequality Commission on Local Child Poverty Action Reports be noted;
- (5) that the proposal to deliver this statutory duty through a community planning partnership approach in order to enable all the partners whose activities impact on the circumstances that can tackle what drives child poverty and also mitigate its impact be noted; and
- (6) that the proposed outline of an annual South Lanarkshire Local Child Poverty Action Report be noted.

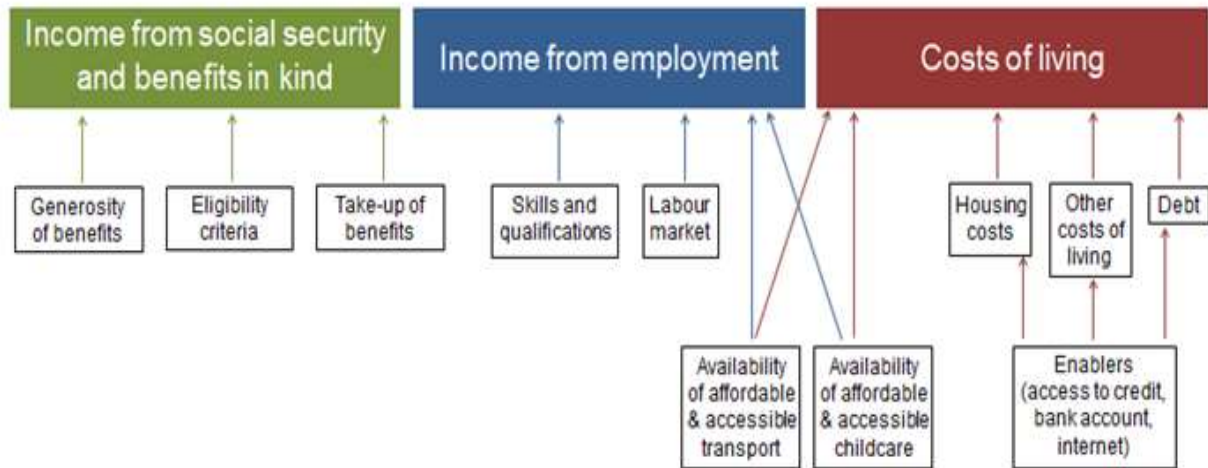
3. Background – Child Poverty Act 2017

- 3.1. In July 2015, the UK Government announced its intention to repeal significant parts of the Child Poverty Act 2010 via what eventually became the Welfare Reform and Work Act 2016. The UK Government proposed to replace the four income-based targets with measures on worklessness and educational attainment; to remove the child poverty aspects of the Social Mobility and Child Poverty Commission's remit; and to rename the legislation the "Life Chances Act".
- 3.2. The Scottish Government does not agree with this approach: in particular, the removal of income-based targets, and the use of alternative measures that do not take income into account. In the Scottish Government's view, this represents a shift towards characterising poverty as a lifestyle choice rather than addressing the social and economic drivers that cause people to fall into or remain in poverty. The Scottish

Government therefore requested an opt-out from the UK Government's approach, and are committed to bringing forward a Scottish approach to tackling child poverty.

- 3.3. The Act also introduces a new requirement for local authorities and each relevant Health Board to jointly prepare a **Local Child Poverty Action Report**, as soon as reasonably practicable after the end of each reporting year.
- 3.4. The legislation states that the report must “*describe any measures taken in the area of the local authority during the reporting year....for the purpose of contributing to the meeting of the child poverty targets.*”
- 3.5. The Act also requires local authorities and NHS Boards to set out - in their local Child Poverty Action Reports - information on measures that they plan to take to contribute to the meeting of the Child Poverty reduction targets set out in the Bill, with the aim of ensuring the reports provide a strategic forward look as well as an account of progress to date. The Scottish Government's expectation is that local authorities and NHS Boards will work together to produce the reports, and that the Community Planning Partnership process could provide a helpful vehicle for co-ordinating this work.
- 3.6. The first Local Child Poverty Action Report is to cover the period from 1st April 2018 to 31st March 2019 and be published by 30th June 2019. All subsequent annual reports are to be published by 30th June of the relevant year.
- 3.7. The new Poverty and Inequality Commission has been tasked by the Scottish Government to provide feedback on all the local action reports. Bearing in mind that 32 reports are to be produced, it is likely that feedback to local partners will be staged over the 2019-2020 financial year.
- 3.8. It is not intended that the introduction of the new local reporting duty on tackling child poverty will entail an excessive new burden on local partners; and wherever possible, it should be made clear in the Annual Report how links are being made to related statutory planning and reporting requirements. For example, there may be scope to use the same activity, such as consultation, needs assessment or progress reporting in other reports into the Local Child Poverty Action Report – in particular the Children Service Plan reports, reporting on Children's Rights (related to the UN Rights of the Child), activity to meet the requirements of the Socio-Economic Duty - now called the Fairer Scotland Duty - and under the Local Outcome Improvement Plan.
- 3.9. The Scottish Government has made it clear that the introduction of the requirement to produce Local Child Poverty Action Reports signals an imperative to undertake new activity and a new approach; effectively a step-change in tackling child poverty. Where local partners are continuing with existing activity, they should be clear about the supporting evidence base indicating its effectiveness.
- 3.10. Child poverty is caused by a complex blend of structural issues relating to macro-economic and political factors governing the labour market, employment and social security. Social factors make particular groups especially vulnerable to poverty, e.g. children, lone parents, disabled people and BME groups. The following diagram from the Scottish Government provides an overview of what its research indicates are the main drivers of child poverty.

Drivers of child poverty targets



3.11. Local Child Poverty Action Reports **must** set out any measures taken in the previous reporting year by the local authority and NHS Board for the purpose of contributing to the meeting of the child poverty targets set out in the Act. The Act also requires that local authorities and the NHS Board must set out any measures that they **propose to take** to contribute to the meeting of the targets. This means that the action reports should articulate how any activity which has been undertaken in the previous reporting year, or is proposed to be taken, has contributed or will contribute to the meeting of the targets.

3.12. There is also a requirement - in the context of reporting on activity that has been taken or is proposed in support of meeting the child poverty targets – that it includes reports in particular on income maximisation measures during the reporting year to provide pregnant women and families with children with:-

- a) information, advice and assistance about eligibility for financial support, and
- b) assistance to apply for financial support.

3.13. The report must also describe any measures taken during the reporting year, or which are proposed to be taken, in relation to children living in households whose income is adversely affected, or whose expenditure is increased, because a member of the household has one or more protected characteristics. In particular in terms of them being able to access a level of income which can sustain a family and having to meet costs linked to one or more family members having one or more protected characteristics, additional to the costs incurred in raising a family.

4. Developments to date in relation to the Child Poverty Act

4.1. The Child Poverty Act sets out four statutory, income-based targets (all after housing costs) for Child Poverty, to be achieved by 2030:-

- ◆ Less than 10% of children are in relative poverty
- ◆ Less than 5% of children are in absolute poverty
- ◆ Less than 5% of children are in combined low income and material deprivation
- ◆ Less than 5% of children are in persistent poverty

4.2. There are also interim targets set for 2023-2024:-

- ◆ Less than 18% of children are in relative poverty

- ◆ Less than 14% of children are in absolute poverty
- ◆ Less than 8% of children are in combined low income and material deprivation
- ◆ Less than 8% of children are in persistent poverty

- 4.3. The Scottish Government has also commissioned **projections of child poverty levels**. Table 1 shows the results of the modelling exercise for the central projected levels of child poverty. The first four rows relate to the four target measures. By 2030-31 the target is for less than 10% of children to be in Relative poverty and less than 5% of children being in poverty on the other three measures. As this table shows the projected levels are all significantly above the target levels. The following rows show the proportion of children in Relative poverty in respect of their life circumstances. As this shows, children in households where No adult is in work are projected to see significant levels of child poverty – potentially reaching over 90% by 2027-2028. Children in Lone Parent households, in households with Three or more children and where No adult works full time but one or both are in Part time work are all projected to experience significantly high levels of poverty than at present.
- 4.4. The increases in child poverty that they are projecting are being driven in the main by changes to the UK welfare system and the researchers have stated that despite acquiring additional powers over the social security system which are being operationalised in the Social Security (Scotland), the Scottish Government has limited social security powers to offset the reductions in social security incomes which are driving their central forecast of a substantial increase in child poverty over the next five years and it has stated that the recent changes by the Scottish Government to Income Tax and social security reforms will not fundamentally change the overall trajectory of child poverty in Scotland.

Table 1: Projected levels of Child poverty

	2017-2018	2020-2021	2027-2028	TARGET BY 2030
Relative Child Poverty	30.9%	34.5%	37.9%	Under 10%
Absolute Child Poverty	31.9%	33.1%	31.6%	Under 5%
Combined material poverty & low income	14.1%	16.0%	16.5%	Under 5%
Persistent Poverty	12.9%	15.5%	15.5%	Under 5%
RELATIVE POVERTY				
Lone Parents	48.0%	56.0%	60.0%	
Children with Couples	25.0%	28.0%	29.3%	
One child households	25.0%	28.0%	29.8%	
Two children households	28.0%	28.0%	30.1%	
Three or more children households	35.0%	47.0%	54.0%	
No adults in work	70.0%	80.0%	90.0%	
No adults in FT work but 1 or 2 in PT work	46.0%	50.0%	58.0%	
One adult in FT work and 1 not in work	36.0%	40.0%	49.0%	
Both adults in FT work	10.0%	11.0%	15.0%	

- 4.5. The researchers have stated that in order to reverse these trends in child poverty by 2030-31 and hit the child poverty targets in the Child Poverty (Scotland) Act, it will be necessary either to increase support for low-income families through the social security system substantially, or to find another mechanism for increasing net income for families in poverty (e.g. higher earnings and employment (or some other source of financial assistance such as a Citizens Income scheme).

- 4.6. The **Poverty & Inequality Commission (PIC)** – which has been tasked with providing feedback on the Local Child Poverty Action Report – has produced 40 recommendations for the Scottish Government on the production of the national Child Poverty Action Delivery Plan which may give some indication of the focus they will adopt in respect of their function in relation to the Local Child Poverty Action Report.
- 4.7. The report identifies a set of key principles it believes should underpin the Delivery Plan. These are likely to be considered appropriate in relation to Local Child Poverty Action Reports:-
- ◆ *Link actions to impact* – describing the effect of the measures that have been taken on progress towards meeting the child poverty targets.
 - ◆ *A cross-portfolio approach* focusing on actions that will have the biggest impact with an indication of the expected contribution of each policy towards meeting the targets or the estimated or actual impact of commitments.
 - ◆ *A focus on people as well as numbers* – in particular on particular groups where child poverty tends to have the biggest impact (single parents, young mothers, disabled households, minority ethnic community households) – and the Plan should describe the impact on protected characteristic households. It is important that the Delivery Plan reflects the reality of lived experience of poverty if it is to be effective. Not being heard can be both a cause and a symptom of poverty and compounds experiences of being disempowered.
 - ◆ Include *longer term actions* which might not help meet the target but will improve outcomes and reduce inequalities in the longer term. In the longer run maintaining a sustainably low level of child poverty will require action on future prospects as well as current income. Child development, educational attainment and skills for the labour market are all important factors to be considered in the national Delivery Plan.
 - ◆ Consider the geography of poverty. This can be complex, poverty can be concentrated in particular areas and place based initiatives have a role to play. On the other hand the majority of people living in poverty do not live in multiply deprived areas. It will be important for local authorities to understand the scale and experience of poverty for children in their area in order to develop local child poverty delivery plans.
- 4.8. The Commission believe that there are three **key mechanisms** that can increase household income and reduce costs in order to make the biggest impact on the child poverty targets through - *Work and Earnings* (tackling in-work poverty, employment support, work progression, quality training), *Social Security* (it has costed a range of benefit changes to impact on child poverty – preferred is changes to Universal Credit costing £350mn pa and taking 30,000 children out of poverty) and *Reducing Housing costs* (especially for private and social renters, around fuel poverty and accessibility of housing).
- 4.9. It makes 40 recommendations. but in terms of specific elements highlighted by the PIC that could relate to local authorities:-
- ◆ Holistic employability support focused on the needs of the individual;
 - ◆ Focus on quality of childcare and out of school care – not just hours;
 - ◆ City Deals should have tackling poverty & inequality as core aims and show how investment will impact on them;
 - ◆ Consideration on how public procurement can impact on poverty & inequality;

- ◆ Possible production of a child poverty assessment alongside the budget to reflect Fairer Scotland duty;
- ◆ Addressing housing costs has to be part of the plan to reach the child poverty targets. It is not clear which housing policies - especially in relation to private and social rented sectors - will reduce housing costs and so impact on child poverty. Issues around accessibility (including for wheelchair users) also need to be investigated. On Fuel poverty it calls for programmes to support those on low incomes and action to tackle the poverty premium in home energy costs.
- ◆ Including actions to improve the quality of life of families living in poverty and to help them manage the impacts of poverty and improve their children's prospects.

4.10. It has looked in detail at five areas – addressing barriers to education, income maximisation, transitions, supporting families and providing public services in a respectful way that preserves dignity:-

- ◆ *Barriers to education* – quality of early learning and childcare, the cost of the school day and schools shifting costs from them to families.
- ◆ *Income maximisation* - action to ensure that families are claiming all the benefits that they are entitled to and securing the best deals on services and products. In particular the work of the Family Financial Health Check Guarantee aimed at those on low incomes to support income maximisation and the Universal Health Visiting Pathway has been highlighted.
- ◆ On *transitions into and out of poverty* – moving from work to worklessness is a key driver and both life stage transition and life change transitions are important. It has suggested a potential new Transition Fund for those affected by life changes make financial support available to families to enable them to manage or reduce the impact of transitions such as relationship breakdown, move into/loss of employment, acquiring a health condition/impairment, relocation, or a tenancy ending. It believes that any new fund should complement the crisis grants and community care grants available through the Scottish Welfare Fund.
- ◆ On *Supporting Families*, learning from the Children, Young People and Families Early Intervention and Adult Learning and Empowering Communities Fund on what aspects of support are likely to be most effective in ameliorating the impact of poverty on children – and more support should be provided to children in poverty will live in families with complex needs – both to help them out of poverty but also support them in tackling these complex needs – mental health, substance abuse, domestic abuse, criminal justice issues, etc.
- ◆ In *respect of providing public services in a respectful way*, this requires a culture shift in organisations and training for staff on avoiding stigma and providing an inclusive service. Pre-employment and in-service training should include the importance of avoiding stigma and developing understanding of the challenges of living on a very low income.

5. **South Lanarkshire Local Child Poverty Action Report**

5.1. **NHS Lanarkshire** has indicated that Mr Gabe Docherty, its Director of Public Health will be taking the lead on delivering this statutory duty and has indicated that it agrees to a joint report being produced. In terms of the reporting structure within NHS Lanarkshire, the work will be coordinated through the newly established Population Health & Primary Care Committee which will report to the NHS Lanarkshire Board.

5.2. The latest guidance from the Scottish Government on Local Child Poverty Action Reports stated that they should set out the range of organisations who were involved in delivering the activity set out in the reports, outline the role played by each organisation in both planning and delivery of the activity outlined and how local

authorities and NHS Boards have engaged with partners on a strategic basis across key areas such as education (including further and higher), economic development, money advice services, childcare, housing, transport and children's services.

- 5.3. Local authorities and NHS Boards, when looking at the range of activity undertaken at local level which could contribute to tackling child poverty, should also look beyond services specifically aimed at children and families – such as organisations aimed at improving adult employability. The Scottish Government in its guidance suggests that
- 5.4. The Local Child Poverty Action Report should articulate how any activity which has been undertaken in the previous reporting year, or is proposed to be taken, has contributed or will contribute to the meeting of the reduction targets and what drivers of child poverty they are aimed at addressing. The local reporting process should be seen as an integral part of a plan-act-review-revise cycle. The local perspective should reflect the assets available to support effective implementation, such as organisational capacity, strong partnership working and practice networks, as well as areas for development.
- 5.5. As stated in paragraph 3.12 and 3.13 there are specific requirement to:-
- ◆ report in on **income maximisation measures** taken in the area of the local authority during the reporting year to provide pregnant women and families with children with: a) information, advice and assistance about eligibility for financial support, and b) assistance to apply for financial support.; and also
 - ◆ to report on any measures taken during the reporting year, or which are proposed to be taken, in the area of the local authority in relation to children living in households whose income is adversely affected, or whose expenditure is increased, because a member of the household has one or more **protected characteristics**. In particular in respect of the challenges that they may face in being able to access a level of income which can sustain a family and having to meet costs linked to one or more family members having one or more protected characteristics, additional to the costs incurred in raising a family. In this context, the national Child Poverty Delivery Plan has identified 8 priority groups and the expectation is that councils and NHS Boards should consider them in the production of their local reports. These are:-
 - ◆ Lone parents
 - ◆ Families where a member of the household is disabled
 - ◆ Families with 3 or more children
 - ◆ Minority ethnic families
 - ◆ Families where the youngest child is under one
 - ◆ Mothers aged under 25
 - ◆ Those Living in areas of high material deprivation ; and
 - ◆ Those living in remote rural locations
- 5.6. The guidance from the Scottish Government also states that local partners should set out how the activity in their Local Action Reports will support children and families whose lives are impacted by Adverse Childhood Experiences. Adverse Childhood Experiences (ACEs) are stressful events occurring in childhood including domestic violence, parental abandonment through separation or divorce, a parent with a mental health condition, being the victim of abuse (physical, sexual and/or emotional), being the victim of neglect (physical and emotional), a member of the household being in prison or growing up in a household in which there are adults experiencing alcohol and drug use problems.

5.7. A proposed outline for the joint Local Child Poverty Action Report has been produced based on the guidance and is shown below:-

- Section 1 Background to the report, organisations involved and the role they played.
- Section 2 Analysis of the scale and experience of poverty for children in South Lanarkshire and within its communities.
- Section 3 Reporting situation, improvements focus and case studies around the 8 themes / drivers identified in the Community Plan's Overarching Objective to tackle inequality, deprivation and poverty. These 'nest' within the 3 drivers of child poverty identified by the Scottish Government and shown in the diagram on Page 2 of this report.

5.8. This section would focus on situations, the focus of improvement activities and reporting in respect of:-

- ◆ Promoting Inclusive Growth
- ◆ Developing a family focused financial inclusion strategy
- ◆ Supporting parental employment and childcare initiatives
- ◆ Improving the quality of housing
- ◆ Supporting education, skills and development of children and young people
- ◆ Tackling health inequalities
- ◆ Supporting safeguarding measures; and
- ◆ Improving the local environment - including community safety

5.9. This approach would mean that work in respect of tackling child poverty would be embedded in the work being undertaken to monitor and report on improvement activity around the Overarching Objective as a whole. However, unlike for the Overarching Objective with its focus on partnership activity, in the Local Child Poverty Action Report, it would be relevant to include actions by individual organisations.

5.10. The Scottish Government has also announced funding for a new National Child Poverty Coordinator in the Improvement Service – working closely with the Scottish Government, NHS Health Scotland and other stakeholders such as the Poverty Alliance to help local authorities and health boards plan and report on their own actions and help them think how to monitor progress. The co-ordinator will also play a key role in supporting the implementation of the Fairer Scotland Duty - focusing on links between the duty and public bodies' child poverty responsibilities - so that the duty genuinely improves outcomes for children who are living in households on low incomes. It will also part fund - £20,000 pa for 3 years - the new *Scottish Poverty and Inequality Research Unit* at Glasgow Caledonian University, to provide analytical expertise for local area child poverty planning. Over the three years SPIRU will seek to engage in all 32 local authority areas aiming, through collaborative working, to identify and share good practice on the ground. A key priority for the analytical partnership will be to engage with local partners who have historically had less capacity to participate in work to tackle child poverty.

6. Employee Implications

6.1. There are no employee implications at this stage but the Scottish Government has made it clear that it expects a “step change” in tackling child poverty at a local level with a new approach and new activity being undertaken to support the national commitment to achieving the planned reduction in child poverty levels. This will have

implications for both the activities being undertaken and how they are organised – including structural change.

7. Financial Implications

- 7.1. The costs associated with preparing a Local Child Poverty Action Plan were detailed in the Financial Memorandum to the Act, and were based on an estimate of council and health officer time of one month per year. The Council responded positively to the national estimate.
- 7.2. For the first year, 2018/2019, the Scottish Government have agreed to provide a total of £0.188m nationally to support local partners in the production of the first annual report, due end June 2019.
- 7.3. According to the Financial Memorandum, the Local Government share of this is £0.152 million and using normal funding allocations, the Council could receive a total of £0.009 million.
- 7.4. It is noted that the Financial Memorandum and the funding allocated refers only to costs associated with the reporting activity in relation to Child Poverty Action and not the costs relating to the delivery of relevant national and local policies and services.

8. Other Implications

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

9. Equality Impact Assessment and Consultation Arrangements

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

Paul Manning

Executive Director (Finance & Corporate)

27 April 2018

Link(s) to Council Values/Ambitions/Objectives

- ◆ Working with and respecting others
- ◆ People focused

Previous References

- ◆ None

List of Background Papers

- ◆ Child Poverty Act 2017
- ◆ Guidance on the production of Local Child Poverty Action Reports
- ◆ Poverty & Inequality Commission advice on the Child Poverty Delivery Plan 2018

Contact for Further Information

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

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Report

19

Report to: **Executive Committee**
 Date of Meeting: **16 May 2018**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Events to Mark the Centenary of the End of World War 1**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide the Executive Committee with information on the current events/initiatives involving the Council to mark the Centenary of the end of World War 1 on 11 November 2018
- ◆ highlight a number of National Initiatives which the Council has been asked to support and promote

2. Recommendation(s)

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

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

3. Background

- 3.1. The Council has, over recent years, forged a strong working relationship with local Ex Services' organisations. This has led to the development of a number of annual civic events relating to the theme of Remembrance and these are highlighted below.
- 3.2. This being the Anniversary year of the end of WW1, the opportunity is being taken to review these events and to assess what additional support can be given and how the general profile of those events can be raised to maximise community participation in the Centenary year. As the range of annual civic events has grown over the years, it is considered that there is no requirement to arrange any "one-off" events over and above the annual events already scheduled to take place.

The list of civic events currently planned is as follows:-

- ◆ **Garden of Remembrance Service in Hamilton on Saturday 3 November 2018**
 The Garden of Remembrance Service is held annually at the Top Cross adjacent to the former Baird's store and is led by the Royal British Legion with support from the Council. This year we plan to work with the RBL to improve promotion of the event and to improve other aspects of the event sound system and support with printing of Orders of Service. It is planned that the Council will provide a civic lunch for those participating in the Council Offices following the event.

◆ **Festival of Remembrance in Hamilton Town Hall 4 November 2018**

This will be the main flagship civic event and will be led by the Council and will be delivered in partnership with North Lanarkshire Council, The Lanarkshire Lieutenancy and Ex Service Organisations. The event, which will be co-hosted by both Provosts, will include pieces of drama and music from schools from both North and South Lanarkshire and will also include a multi-faith Drumhead Service and the sombre act of remembrance.

South Lanarkshire Council has convened 3 very productive meetings of the Steering Group for the event and good progress has already been held to progress event format, guest lists, hospitality etc.

The event will commence earlier in the evening at 5p.m in order that younger children can attend and participate.

As previously highlighted, in terms of organising the event South Lanarkshire Council will take the lead in coordinating this event

It should be noted that apart from participating in the festival of Remembrance and the national initiatives outlined in Paragraph 4, North Lanarkshire Council have no other special events planned. Glasgow City Council have been chosen to host the National Memorial Service in Glasgow Cathedral on the afternoon of the 11th November 2018 and an invite will be sent to all Lieutenancies requesting that potential guests be identified and invited. At this stage Glasgow are not planning to hold any other one off events and they will ofcourse be arranging their annual remembrance event in George Square.

◆ **Remembrance Services Hamilton, East Kilbride, Rutherglen and Lanark 11 November 2018**

These are annual events and Local Remembrance Services will take place throughout South Lanarkshire on the morning of Sunday 11 November 2018 and the Council will provide support locally as it has done in previous years.

In terms of the larger towns, the Council has historically had a more significant role in the organisation of the Services in East Kilbride and Hamilton and has had less involvement in the events in Lanark and Cambuslang/Rutherglen where the events have been coordinated by the local churches and/or Community Councils or other Community Groups. As this is the Centenary, contact will be made with remembrance event organisers to assess what additional support the Council might be able to provide to mark this special anniversary.

◆ **Service at VC Memorial in Hamilton Town Centre 12 November 2018**

A special Service will be held the day after the Armistice to pay tribute to the people from South Lanarkshire who served the country with distinction and who were awarded the Victoria Cross.

- ◆ A Service will be held at the VC Memorial adjacent to the ASDA store in Hamilton at 11.am. on 12 November 2018 which will be led by the Provost. As part of the arrangements the Council will provide hospitality for invited guests in the Muir Street Museum.

4. National Initiatives

- 4.1. On the 11 November 2018 the Council will also play its part in promoting a number of nationally coordinated tributes throughout the day which includes:-

6a.m. Local Pipers to play "Sleep in Peace – Now the Battles Over"
6.55p.m. Local Buglers/Trumpeters to play "The Last Post"
7p.m. Individuals or community groups to be encouraged to light a beacon
7.05p.m. Churches to be encouraged to ring their bells

- 4.2. The National Guidance on how to participate in these events has been uploaded to the Council's Website and copies of the Guidance will be distributed to Community Councils and churches encouraging them to participate. The deadline for registration to take part is 30th September 2018. Liaison is also taking place with the Council's Instrumental Music Coordinator within Education Resources in order to get as many young pipers and buglers involved as possible.
- 4.3. Administration Services will take the lead in raising the awareness of all Council Resources on the national initiatives so that school children, users of Social Work Facilities, Leisure facilities can also become fully involved.
- 4.4. Administration Services will take a proactive approach to taking this forward with the Communication and Strategy Section, to maximise the level of participation in these various national tributes.
- 4.5. Corporate Communications will lead on publicising the various events at both a national and local level to maximise awareness within communities.

5. Other Activities

- 5.1. As well as the Civic programme detailed above, Council Resources/SLLC have been approached by Administration Services with a view to raising awareness of the importance of this anniversary and developing a range of projects and events being planned by Resources to mark the Centenary. Currently the following are being developed:-

- ◆ a specially commissioned drama piece for presentation at the Festival of Remembrance in Hamilton (SLLC)
- ◆ Schools in South Lanarkshire will be giving the Centenary a great deal of prominence in terms of learning and the Centenary will be commemorated in a number of ways including Remembrance Activities both in school and in the community .It will also include assemblies and curriculum inserts in respect of History, War . Poetry and Art. The Centenary will be used for other activities too such as concerts, debates drama and exhibitions. Other themes will be explored such as the changing role of women and of technology and changes in the political landscape. The specifics of these initiatives will be finalised next school term (Education Resources)
- ◆ a range of events will take place at Older People's facilities including the planting of a special rose within the gardens of Meldrum House, arts and craft sessions to make poppy waves at Saltire Day Centre and an event in The Council's Banqueting Hall on 8 November 2018 where older people from all of the centres in Hamilton can participate (Social Work Resources)
- ◆ a programme of events being coordinated by South Lanarkshire Leisure and Culture Trust is attached as appendix 1 to this report
- ◆ elected members are also undertaking a cycle challenge with proceeds going to the poppy foundation

- 5.2. As members will be aware resources totalling £0.100 million were identified within the Capital Programme to enhance War Memorials throughout South Lanarkshire and this work will be undertaken by Land Services prior to the 100 year anniversary in November 2018.

6. Employee Implications

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

7. Financial Implications

- 7.1. The costs associated with Remembrance events this year are £10,000 to £12,000 and will be met from the Civic Events budget.
- 7.2. The Capital resources associated with enhancing War Memorials has been approved as part of the 2018/2019 Capital Programme.

8. Other Implications

- 8.1. There is a risk to the Council's reputation if it is not seen by the public to be supporting the Remembrance arrangements as fully as possible.
- 8.2. There are no issues in terms of sustainability.

9. Equality Impact Assessment and Consultation Arrangements

- 9.1. There is no requirement to carry out a formal EIA in terms of this report.
- 9.2. No formal consultation has been carried out but liaison has taken place with a range of organisations and stakeholders.

Paul Manning

Executive Director (Paul Manning Resources)

21 March 2018

Link(s) to Council Values/Ambitions/Objectives

- ◆ Working With and respecting others

Previous References

- ◆ None

List of Background Papers

- ◆ None

Contact for Further Information

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

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**South Lanarkshire Leisure and Culture
Armistice programme**

Venue	Event	Date
Rutherglen Library	WW1 In Rutherglen – display of Ruglunion family stories of those involved in WW1, the roll of honour, as well as general history of the war	1 Sept – 30 Dec 2018
Rutherglen Library	Showing of All Quiet On The Western Front – film adaptation of war novel by Erich Maria Remarque	5 November -pm
Rutherglen Library	Home Front sessions with local school class visits – how local people coped with the war at home	7 November - am / pm
Rutherglen Library	Trace your Military Family History Session	8 November -pm
Rutherglen Library	Rutherglen during WW1 – talk by local author and historian Carol Foreman	9 November - pm
Rutherglen Library	Street Party in the Library – partnership event with Auld Rutherglen Facebook Group commemorating end of WW1	10 November – pm
Hamilton Town House Library	Last Battles WW1 - display to commemorate people of Hamilton’s involvement in the last 100 days of war	1 Nov – 30 Dec 2018
Lanark Library	WW1 in Lanark - display	1 Nov – 30 Dec 2018
Rutherglen Town Hall	Programmed is a six man production called ‘Oer the tap’ to celebrate the 100 year anniversary of WW1. The show tells the story of three Glasgow men and their wives back home as they join the great fight in 1914 and maps their journey straight through till the men returned home - it documents their story from “Glesga” to the Somme.	11 th October 2018

Rutherglen Town Hall	The highly acclaimed “Oh! What a Lovely War”. The performance summarises events of the First World War using popular songs of the time, many of which were parodies of older popular songs.	Wed 7 th November – Sunday 11 th November 2018
Rutherglen Town Hall	An exhibition in Rutherglen Town Hall’s exhibition gallery is also planned featuring photos and artworks created by students attending slc courses and classes programmes. Consideration is also being given to children’s activity where they make large poppies for people to put up their messages. Similar activity is being considered for Fernhill integrated Facility	12 th – 19 th November 2018
Rutherglen Town Hall	Cultural Services are currently in discussion with the Rutherglen Rep to see if they can deliver a bespoke piece in Rutherglen Town Hall on 17 th November 2018. This to be confirmed.	17 th November 2018
Low Parks Museum	A photographic exhibition featuring The Cameronians (Scottish Rifles), covering each year of the Great War, with personal stories of soldiers and the original Roll of Honour from the collections – an area for quiet remembrance, contemplation and reflection. Programme of specialist military speakers.	1 st November – 30 th December

