

## EXECUTIVE COMMITTEE

Minutes of meeting held in the Council Chamber, Council Offices, Almada Street, Hamilton on 4 December 2019

### Chair:

Councillor John Ross (ex officio)

### Councillors Present:

Councillor Alex Allison, Councillor John Anderson, Councillor John Bradley, Councillor Robert Brown, Councillor Stephanie Callaghan, Councillor Maureen Chalmers (Depute), Councillor Gerry Convery, Councillor Peter Craig, Councillor Maureen Devlin, Councillor Isobel Dorman, Councillor Joe Fagan, Councillor Allan Falconer, Councillor Lynsey Hamilton, Councillor Martin Grant Hose (*substitute for Councillor Colin McGavigan*), Councillor Ann Le Blond, Councillor Eileen Logan, Councillor Katy Loudon, Councillor Joe Lowe, Councillor Kenny McCreary, Councillor Jim McGuigan, Councillor Gladys Miller, Councillor Richard Nelson, Councillor David Shearer, Councillor Margaret B Walker (*substitute for Councillor Monique McAdams*), Councillor Josh Wilson

### Councillors' Apologies:

Councillor Jackie Burns, Councillor Margaret Cooper, Councillor Monique McAdams, Councillor Colin McGavigan

### Attending:

#### 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; G McCann, Head of Administration and Legal Services; K McVeigh, Head of Personnel Services

#### Housing and Technical Resources

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

#### Social Work Resources/Health and Social Care

L Purdie, Head of Children and Justice Services

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### 1 Declaration of Interests

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No interests were declared.

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### 2 Minutes of Previous Meeting

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The minutes of the meeting of the Executive Committee held on 8 November 2019 were submitted for approval as a correct record.

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

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### 3 Capital Budget Monitoring for Period 6 – 1 April to 11 October 2019

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A report dated 30 October 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the physical and financial progress at 11 October 2019 on the various capital programmes.

The General Fund Capital Programme totalled £76.804 million and the Housing Capital Programme £61.835 million. The General Fund Programme had been revised to reflect a number of adjustments to the programme, resulting in a net decrease of £3.765 million. Those proposed adjustments were detailed in Appendix 2 to the report.

At 11 October 2019, £27.305 million had been spent on the General Fund Capital Programme and £21.967 million on the Housing Capital Programme.

**The Committee decided:**

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

*[Reference: Minutes of 6 November 2019 (Paragraph 3)]*

*Councillor Callaghan entered the meeting during this item of business*

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#### **4 Revenue Budget Monitoring for Period 6 – 1 April to 11 October 2019**

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A report dated 21 October 2019 by the Executive Director (Finance and Corporate Resources) was submitted comparing actual expenditure against budgeted expenditure for the period ending 11 October 2019.

The figures included an underspend of £6.643 million on the General Fund Revenue Account and a breakeven position on the Housing Revenue Account.

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

Additional information was provided on:-

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

**The Committee decided:**

- (1) that the underspend of £6.643 million on the General Fund Revenue Account at 11 October 2019 and the forecast to 31 March 2020 of an underspend of £9.640 million be noted;
- (2) that the breakeven position on the Housing Revenue Account at 11 October 2019 and forecast to 31 March 2020 of a breakeven position be noted; and
- (3) that a report on South Lanarkshire Council's pension membership be submitted to the next meeting of this Committee.

*[Reference: Minutes of 6 November 2019 (Paragraph 4)]*

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## **5 Additional Funding from the Scottish Government and Other External Sources**

A report dated 22 October 2019 by the Executive Director (Finance and Corporate Resources) was submitted on additional revenue funding totalling £0.622 million made available from the Scottish Government over 2 years in respect of Ultra Low Emission Heavy Goods Vehicles and Distress Brief Intervention Programme Funding.

**The Committee decided:** that the report be noted.

*[Reference: Minutes of 6 November 2019 (Paragraph 5)]*

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## **6 Employee Workforce Monitoring Information – April to September 2019 Summary**

A report dated 25 October 2019 by the Executive Director (Finance and Corporate Resources) was submitted on workforce monitoring information relating to the Council for the period April to September 2019 as follows:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances, Dignity at Work and mediation cases
- ◆ employee development
- ◆ labour turnover/analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ staffing watch as at 14 September 2019

**The Committee decided:** that the report be noted.

*[Reference: Minutes of 19 December 2018 (Paragraph 7)]*

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## **7 Revenue Budget Strategy 2020/2021 and Savings Proposals**

A report dated 15 November 2019 by the Executive Director (Finance and Corporate Resources) was submitted providing an update on the 2020/2021 Revenue Budget Strategy and a prioritised package of savings required in preparation of the 2020/2021 budget.

At its meeting on 26 June 2019, the Committee had approved the Revenue Budget Strategy for 2020/2021. Based on various assumptions, an initial budget gap of £41.551 million had been identified.

A number of corporate solutions totalling £26.000 million had been identified which reduced the budget gap to £15.551 million.

In 2019/2020, the Council had approved a 3% increase to all Council Tax bands. If a similar increase was applied in 2020/2021, this could generate £3.900 million, resulting in a revised savings requirement of £11.651 million. A final decision on the level of Council Tax for 2020/2021 could be taken following receipt of the Council's Government Grant settlement for 2020/2021.

An update on the strategy assumptions was detailed in the report. As a result of those assumptions, a revised savings requirement of £13.651 million had been identified. The assumptions included increases in the savings requirement totalling £3.300 million in the areas of auto enrolment and Children and Families Services offset, in part, by additional corporate solutions totalling £1.300 million in the areas of additional Council Tax collection and Teachers' Pay.

A package of savings totalling £10.006 million had been developed and was detailed in the appendix to the report. The savings had been broken down into the following categories:-

◆ savings previously approved	£0.478 million
◆ efficiency and outturn	£6.597 million
◆ charging	£0.578 million
◆ service impact	£1.253 million
◆ service impact (Integration Joint Board approval)	£1.100 million

The gap between the savings requirement and the savings package was £3.645 million and it was proposed that the gap be funded on a one-off basis from Council Reserves.

The proposed savings relating to the Integration Joint Board (IJB), totalling £1.100 million, were subject to the outcome of service reviews. Those savings proposals would be submitted to the IJB on 3 December 2019 for approval, subject to the outcome of those reviews.

Contained in the 2020/2021 savings proposals, were a number of savings and corporate solutions which were of a temporary nature. In future years, the Council would require to include additional resources within the revenue budget to address this.

An updated position would be submitted to this Committee following confirmation of the Council's final grant figures from the Scottish Government.

**The Committee decided:** that consideration of the report be continued to the next meeting of this Committee.

*[Reference: Minutes of 26 June 2019 (Paragraph 6)]*

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## **8 Land and Property Transfers and Disposals**

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A report dated 4 December 2019 by the Executive Director (Housing and Technical Resources) was submitted on recommendations to declare certain areas 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 area of land, detailed in Appendix A to the report, be transferred between Community and Enterprise Resources and Education Resources.

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## **9 Recommendations Referred from Community and Enterprise Resources Committee**

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A report dated 21 November 2019 by the Executive Director (Finance and Corporate Resources) was submitted on recommendations referred to this Committee by the Community and Enterprise Resources Committee of 12 November 2019.

The recommendation of the Community and Enterprise Resources Committee was as follows:-

- ◆ that the Council's Good Food Strategy for the period 2020 to 2025 be approved.

**The Committee decided:** that the recommendation referred by the Community and Enterprise Resources Committee in relation to the Council's Good Food Strategy 2020 to 2025 be approved.

*[Reference: Minutes of Community and Enterprise Resources Committee of 12 November 2019 (Paragraph 7)]*

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## **10 Family Leave Guidance for Elected Members**

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A report dated 13 November 2019 by the Executive Director (Finance and Corporate Resources) was submitted on new guidance which had been issued by COSLA on elected members' family leave.

Currently, there was no family leave provision of any kind for anyone who was elected to public office, including councillors. The lack of family leave was considered a barrier which might discourage people from standing for election or prevent existing councillors who wanted to start a family from remaining in office.

The new guidance, which was attached as an appendix to the report, proposed:-

- ◆ maternity leave of up to 6 months commencing from 28 days before the due date
- ◆ a maximum of 2 weeks' paternity leave for the biological father or nominated carer of their partner/spouse
- ◆ shared parental leave arrangements to replicate any obtained by the councillor through their employer
- ◆ where both parents were councillors, up to a maximum of 26 weeks' leave might be shared between them
- ◆ up to 6 months' adoption leave from the date of placement
- ◆ councillors on maternity, shared parental or adoption leave must attend one Council/Committee meeting within a 6-month period unless the Council had agreed to an extended leave of absence prior to the expiry of the 6 month period
- ◆ a minimum of 28 days' notice to be provided to take leave
- ◆ all councillors would continue to receive their basic allowance in full during the leave periods
- ◆ where possible, all Councillors would continue to receive payment of their Special Responsibility Allowance whilst on maternity, paternity or adoption leave

The Guidance had been endorsed at the COSLA leaders' meeting for circulation to Scottish Councils for adoption on a voluntary basis.

**The Committee decided:** that the new Elected Member Family Leave Guidance, produced by COSLA, be endorsed and referred to the ordinary meeting of South Lanarkshire Council on 26 February 2020 for formal approval and implementation.

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## **11 South Lanarkshire Local Housing Strategy Annual Review 2018/2019**

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A report dated 15 November 2019 by the Executive Director (Housing and Technical Resources) was submitted on the progress achieved in delivering the agreed outcomes set out in the Local Housing Strategy (LHS) 2017 to 2022.

A summary of significant changes, which had taken place both nationally and locally since the last review of the LHS, was provided in the report.

The LHS was structured around 5 chapters and 9 priority outcomes and was monitored through 97 indicators, comprising 65 actions and 32 measures, which showed that:-

- ◆ 90 indicators were categorised as green and were on course to achieve with no issues anticipated
- ◆ 2 indicators were categorised as amber with some minor slippage against targets
- ◆ 1 indicator was categorised as red with below anticipated performance
- ◆ 4 to be reported at a later date

Actions to address the red and amber indicators were detailed in the report and would be reported to the Housing and Technical Resources Committee as part of the agreed annual reporting arrangements.

The review had demonstrated that good progress had been made and a number of key highlights were provided in the report.

Following a review of the Performance Framework, it was considered necessary to remove a measure and add a further measure into the LHS and details of both measures were provided.

**The Committee decided:**                      that the report be noted.

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## **12 Urgent Business**

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There were no items of urgent business.