



Council Offices, Almada Street
Hamilton, ML3 0AA

Monday, 11 May 2020

Dear Councillor

Finance and Corporate Resources Committee

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

Date: Wednesday, 20 May 2020

Time: 14:00

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

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

Yours sincerely

Cleland Sneddon
Chief Executive

Members

Gladys Miller (Chair), Graeme Horne (Depute Chair), Collette Stevenson (Depute Chair), John Ross (ex officio), Alex Allison, John Anderson, Walter Brogan, Graeme Campbell, Peter Craig, Maureen Devlin, Isobel Dorman, Joe Fagan, Grant Ferguson, Geri Gray, Eric Holford, Eileen Logan, Joe Lowe, Hugh Macdonald, Monique McAdams, Catherine McClymont, Mark McGeever, Jim McGuigan, Lynne Nailon, Mo Razzaq, Jim Wardhaugh, Jared Wark

Substitutes

John Bradley, Robert Brown, Andy Carmichael, Poppy Corbett, Mary Donnelly, George Greenshields, Ian Harrow, Martin Lennon, Richard Lockhart, Katy Loudon, Davie McLachlan, Richard Nelson, Margaret B Walker, Josh Wilson

BUSINESS

- 1 Declaration of Interests**
- 2 Minutes of Previous Meeting** 5 - 10
Minutes of meeting of the Finance and Corporate Resources Committee held on 4 March 2020 submitted for approval as a correct record. (Copy attached)
- 3 Minutes of Grievance and Disputes Panel** 11 - 12
Minutes of meeting of the Grievance and Disputes Panel held on 12 March 2020 submitted for approval as a correct record. (Copy attached)

Monitoring Item(s)

- 4 Revenue Budget Monitoring 2019/2020 - Finance and Corporate Resources** 13 - 22
Report dated 6 March 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 5 Capital Budget Monitoring 2019/2020 - Finance and Corporate Resources** 23 - 26
Report dated 30 April 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 6 Finance and Corporate Resources – Workforce Monitoring – January to March 2020** 27 - 34
Report dated 15 April 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 7 Council Wide Workforce Monitoring - January to March 2020** 35 - 56
Report dated 15 April 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached)

Item(s) for Decision

- 8 Revenue Collection and Approval for Write-Offs** 57 - 62
Report dated 29 April 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 9 Digital Inclusion Strategy 2020/2023** 63 - 72
Report dated 28 April 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached)

Item(s) for Noting

- 10 Notification of Contracts Awarded** 73 - 76
Report dated 20 April 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 11 Early Retirement, Voluntary Severance and Switch 2** 77 - 82
Report dated 21 April 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached)

Urgent Business

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

For further information, please contact:-

Clerk Name: Stuart McLeod

Clerk Telephone: 01698 454815

Clerk Email: stuart.mcleod@southlanarkshire.gov.uk

FINANCE AND CORPORATE RESOURCES COMMITTEE

2

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 4 March 2020

Chair:

Councillor Gladys Miller

Councillors Present:

Councillor Alex Allison, Councillor John Anderson, Councillor John Bradley (*substitute for Councillor Grant Ferguson*) Councillor Walter Brogan, Councillor Graeme Campbell, Councillor Peter Craig, Councillor Maureen Devlin, Councillor Mary Donnelly (*substitute for Councillor Hugh Macdonald*) Councillor Isobel Dorman, Councillor Joe Fagan, Councillor Eric Holford, Councillor Graeme Horne (Depute), Councillor Eileen Logan, Councillor Monique McAdams, Councillor Catherine McClymont, Councillor Mark McGeever, Councillor Jim McGuigan, Councillor Lynne Nailon, Councillor Mo Razzaq, Councillor Collette Stevenson (Depute), Councillor Jim Wardhaugh, Councillor Jared Wark

Councillors' Apologies:

Councillor Grant Ferguson, Councillor Geri Gray, Councillor Joe Lowe, Councillor Hugh Macdonald, Councillor John Ross

Attending:

Finance and Corporate Resources

P Manning, Executive Director; C Fergusson, Head of Finance (Transactions); G McCann, Head of Administration and Legal Services; S McLeod, Administration Officer; K McVeigh, Head of Personnel Services; J Taylor, Head of Finance (Strategy)

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Finance and Corporate Resources Committee held on 11 December 2019 were submitted for approval as a correct record.

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

3 Revenue Budget Monitoring 2019/2020 – Finance and Corporate Resources

A report dated 10 January 2020 by the Executive Director (Finance and Corporate Resources) was submitted comparing actual expenditure for the period 1 April 2019 to 3 January 2020 against budgeted expenditure for 2019/2020 for Finance and Corporate Resources.

The Committee decided:

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

- (3) that the budget virements, as detailed in the appendices to the report, be approved.

[Reference: Minutes of 11 December 2019 (Paragraph 5)]

4 Capital Budget Monitoring 2019/2020 – Finance and Corporate Resources

A report dated 13 February 2020 by the Executive Director (Finance and Corporate Resources) was submitted advising of progress on Finance and Corporate Resources' capital programme for 2019/2020 and summarising the expenditure position at 3 January 2020.

The Committee decided:

- (1) that Finance and Corporate Resources' capital programme of £0.993 million, and expenditure to 3 January 2020 of £0.356 million, be noted; and
- (2) that the projected outturn of £0.993 million be noted.

[Reference: Minutes of 11 December 2019 (Paragraph 6)]

5 Finance and Corporate Resources – Workforce Monitoring – October to December 2019

A report dated 24 January 2020 by the Executive Director (Finance and Corporate Resources) was submitted on the following employee information for Finance and Corporate Resources for the period October to December 2019:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ Staffing Watch as at 14 December 2019

The Committee decided: that the report be noted.

[Reference: Minutes of 11 December 2019 (Paragraph 7)]

6 Council-wide Workforce Monitoring – October to December 2019

A report dated 24 January 2020 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period October to December 2019:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ Staffing Watch as at 14 December 2019

The Head of Personnel Services responded to members' questions on various aspects of the report.

The Committee decided: that the report be noted.

[Reference: Minutes of 11 December 2019 (Paragraph 8)]

Councillor Donnelly left the meeting during this item of business

7 Treasury Management Activity – Third Quarter Review

A report dated 31 December 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the third quarter review of Treasury Management activity for 2019/2020.

Details were given on:-

- | | |
|--|----------------------------------|
| ◆ market performance | ◆ management of risk |
| ◆ debt management and borrowing strategy | ◆ next quarter investment plans |
| ◆ investment activity | ◆ treasury management indicators |

The Head of Finance (Strategy) responded to members' questions on various aspects of the report.

The Committee decided: that the report be noted.

8 Revenue Collection and Approval for Write-Offs

A report dated 12 February 2020 by the Executive Director (Finance and Corporate Resources) was submitted on:-

- ◆ collection performance for 2019/2020 on revenues income which comprised Council Tax, non-domestic rates, sundry debts and arrears
- ◆ performance in the Business Rates Incentivisation Scheme (BRIS)
- ◆ the write-off of irrecoverable Council Tax, non-domestic rates, Hamilton and Carluke Town Centre Business Improvement District (BID) levies, sundry debt and Housing Rent and associated charges

It was proposed that the following debts be written off:-

- ◆ irrecoverable Council Tax accounts from 1993/1994 to 2019/2020 to the value of £100,310.91 relating primarily to prescribed debt, sequestrations and estates of the deceased
- ◆ non-domestic rates from 2017/2018 to 2019/2020 totalling £635,990.18 relating to debtors who were in liquidation, had ceased trading or had been sequestrated
- ◆ BID levies totalling £1,861.73
- ◆ sundry debts to a value of £651,930.52
- ◆ former tenant rent arrears totalling £89,529.58, factoring arrears totalling £130.23 and Housing Benefit overpayments totalling £47,902.63

The Committee decided:

- (1) that the Council's performance in the collection of revenues be noted; and

(2) that the write-off of the following irrecoverable debts be approved:-

- ◆ Council Tax debt from 1993/1994 to 2019/2020 to the value of £100,310.91
- ◆ non-domestic rates from 2017/2018 to 2019/2020 totalling £635,990.18
- ◆ Hamilton and Carluke Town Centre Business Improvement District levies totalling £1,861.73
- ◆ sundry debts to a value of £651,930.52
- ◆ house rent and associated charges totalling £137,562.44

[Reference: Minutes of 11 December 2019 (Paragraph 11)]

9 Scottish Social Security Update

A report dated 12 February 2020 by the Executive Director (Finance and Corporate Resources) was submitted on progress made by the Scottish Government in implementing its social security programme.

The Scotland Act 2016 devolved 11 social security benefits and gave the Scottish Government the power to create new benefits and top-up existing benefits. Once fully implemented, it was estimated that £3.5 billion of social security assistance payments would be made to 1.4 million people.

At its meeting on 28 November 2018, this Committee had been provided with an update on progress made by the Scottish Government in its phased implementation of the programme. The delivery of the second wave of benefits, including disability benefits, was scheduled to commence in April 2020 and be completed by the end of 2021. A timeline for the delivery of the devolved benefits was detailed in Appendix 1 to the report.

Details of the further progress that had been made in terms of the following had been provided in the report:-

- ◆ the phased approach to transferring operational responsibility for delivering the devolved benefits
- ◆ the location of Social Security Scotland's South Lanarkshire base at the Council Offices, Brandon Gate, Hamilton
- ◆ recruitment activity carried out by Social Security Scotland
- ◆ awareness raising delivered within the relevant Council services

A further report would be submitted to a future meeting of this Committee on the delivery of phase 2 of the roll-out of services to be provided by Social Security Scotland and the implications for the Council.

The Committee decided:

- (1) that the contents of the report be noted; and
- (2) that it be noted that a further report would be submitted to a future meeting of this Committee on the delivery of phase 2 of the roll-out of services to be provided by Social Security Scotland and the implications for the Council.

[Reference: Minutes of 28 November 2018 (Paragraph 13)]

10 Urgent Business

There were no items of urgent business.

GRIEVANCE AND DISPUTES PANEL

3

Minutes of meeting held in Committee Room 5, Council Offices, Almada Street, Hamilton on 12 March 2020

Chair:

Councillor Gladys Miller

Councillors Present:

Councillor Peter Craig, Councillor Maureen Devlin

Attending:

Finance and Corporate Resources

S McLeod, Administration Officer; E Maxwell, Human Resources Business Partner

1 Declaration of Interests

No interests were declared.

2 Urgent Business

There were no items of urgent business.

3 Exclusion of Press and Public

The Panel decided:

that, in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, the press and public be excluded from the meeting for the next item of business on the grounds that it was likely that there would be disclosure of exempt information in terms of Paragraph 1 of Part I of Schedule 7A of the Act.

4 Grievance

The Panel considered a grievance (Ref G/2/19) by an employee of the Council.

The employee was present and represented himself. The Council was represented by a Human Resources Business Partner. All parties were heard in relation to the matter and then withdrew from the meeting.

The Panel decided:

that the grounds of the grievance had not been substantiated and the grievance be not upheld.

Report

4

Report to:	Finance and Corporate Resources Committee
Date of Meeting:	20 May 2020
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Revenue Budget Monitoring 2019/2020 - Finance and Corporate Resources
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide information on the actual expenditure measured against the revenue budget for the period 1 April 2019 to 28 February 2020 for Finance and Corporate Resources
- ♦ provide a forecast for the year to 31 March 2020

2. Recommendation(s)

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

- (1) that the forecast to 31 March 2020 of a breakeven position, as detailed in Appendix A of the report, be noted;
- (2) that a breakeven position as at 28 February 2020, as detailed in Appendix A of the report, be noted; and
- (3) that the proposed budget virements be approved.

3. Background

3.1. This is the final revenue budget monitoring report presented to the Finance and Corporate Resources Committee for the financial year 2019/2020.

3.2. The report details the financial position for Finance and Corporate Resources on Appendix A, along with variance explanations in Appendices B-H.

4. Employee Implications

4.1. None

5. Financial Implications

5.1. **Probable Outturn:** Following the Council's formal Probable Outturn exercise, the forecast for the revenue budget to 31 March 2020 is a breakeven position **before** transfers to reserves. As there are no proposed transfers to reserves, the forecast remains a breakeven position **after** transfers to reserves. This is detailed in Appendix A.

5.2. **Position as at 28 February 2020:** As at 28 February 2020, there is a breakeven position against the phased budget. The Resource position as outlined in Appendix A reflects transfers from reserves.

5.3. Virements are proposed to realign budgets. These movements have been detailed in the appendices to this report, as appropriate. These include budget in respect of superannuation auto enrolment and realignments of Housing Benefit and Employability budgets.

6. Climate Change, Sustainability and Environmental Implications

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

7. Other Implications

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

8. Equality Impact Assessment and Consultation Arrangements

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

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

Paul Manning

Executive Director (Finance and Corporate Resources)

6 March 2020

Link(s) to Council Values/Ambitions/Objectives

♦ Value: Accountable, Effective, Efficient and Transparent

Previous References

♦ Finance and Corporate Resources Committee - 4 March 2020

List of Background Papers

♦ Financial ledger and budget monitoring results to 28 February 2020

Contact for Further Information

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

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SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 28 February 2020 (No.12)

Finance and Corporate Resources Summary

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTERS Transfers	Budget Proportion 28/02/20	Actual BEFORE Transfers 28/02/20	Variance 28/02/20		% Variance 28/02/20
	£000	£000	£000	£000	£000	£000	£000		
Employee Costs	34,229	34,180	49	49	30,640	30,606	34	under	0.1%
Property Costs	2,653	2,707	(54)	(54)	1,997	2,030	(33)	over	(1.7%)
Supplies & Services	6,219	6,227	(8)	(8)	5,983	6,019	(36)	over	(0.6%)
Transport & Plant	85	77	8	8	75	67	8	under	10.7%
Administration Costs	8,130	8,025	105	105	6,836	6,657	179	under	2.6%
Payments to Other Bodies	4,399	4,216	183	183	3,132	2,982	150	under	4.8%
Payments to Contractors	265	295	(30)	(30)	251	302	(51)	over	(20.3%)
Transfer Payments	70,154	69,478	676	676	63,083	62,504	579	under	0.9%
Financing Charges	1,118	1,149	(31)	(31)	768	829	(61)	over	(7.9%)
Total Controllable Exp.	127,252	126,354	898	898	112,765	111,996	769	under	0.7%
Total Controllable Inc.	(92,889)	(91,991)	(898)	(898)	(73,695)	(72,926)	(769)	under recovered	(1.0%)
Net Controllable Exp.	34,363	34,363	0	0	39,070	39,070	0	-	0.0%

Variance Explanations

Variance explanations are shown in Appendices B to H as appropriate.

Budget Virements

Budget virements are shown in Appendices B to H as appropriate.

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 28 February 2020 (No.12)

Finance - Strategy Services

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTERS Transfers	Budget Proportion	Actual BEFORE Transfers	Variance	% Variance	Note
	28/02/20	28/02/20	28/02/20	28/02/20	28/02/20	28/02/20	28/02/20	28/02/20	
	£000	£000	£000	£000	£000	£000	£000		
Employee Costs	2,999	3,084	(85)	(85)	2,685	2,763	(78)	over	(2.9%) 1
Property Costs	0	0	0	0	0	0	0	-	n/a
Supplies & Services	19	24	(5)	(5)	16	20	(4)	over	(25.0%)
Transport & Plant	0	1	(1)	(1)	0	1	(1)	over	n/a
Administration Costs	112	134	(22)	(22)	109	124	(15)	over	(13.8%)
Payments to Other Bodies	495	475	20	20	495	485	10	under	2.0%
Payments to Contractors	22	19	3	3	18	12	6	under	33.3%
Transfer Payments	0	0	0	0	0	0	0	-	n/a
Financing Charges	16	16	0	0	16	18	(2)	over	(12.5%)
Total Controllable Exp.	3,663	3,753	(90)	(90)	3,339	3,423	(84)	over	(2.5%)
Total Controllable Inc.	(1,524)	(1,535)	11	11	(47)	(53)	6	over recovered	12.8%
Net Controllable Exp.	2,139	2,218	(79)	(79)	3,292	3,370	(78)	over	(2.4%)

Variance Explanations

1. Employee Costs

The overspend is mainly due to lower than anticipated staff turnover across the Service to date.

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 28 February 2020 (No.12)

Finance - Transactions Services

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion	Actual BEFORE Transfers	Variance	% Variance	Note
	£000	£000	£000	£000	28/02/20	28/02/20	28/02/20	28/02/20	
Employee Costs	11,733	11,450	283	283	10,555	10,285	270	under	2.6% 1
Property Costs	2,016	2,083	(67)	(67)	1,482	1,522	(40)	over	(2.7%) 2
Supplies & Services	829	844	(15)	(15)	750	758	(8)	over	(1.1%)
Transport & Plant	7	3	4	4	6	2	4	under	66.7%
Administration Costs	1,050	998	52	52	863	786	77	under	8.9% 3
Payments to Other Bodies	0	0	0	0	0	0	0	-	n/a
Payments to Contractors	243	247	(4)	(4)	233	241	(8)	over	(3.4%)
Transfer Payments	70,154	69,478	676	676	63,083	62,504	579	under	0.9% 4
Financing Charges	104	111	(7)	(7)	102	118	(16)	over	(15.7%)
Total Controllable Exp.	86,136	85,214	922	922	77,074	76,216	858	under	1.1%
Total Controllable Inc.	(73,498)	(72,826)	(672)	(672)	(62,963)	(62,385)	(578)	under recovered	(0.9%) 5
Net Controllable Exp.	12,638	12,388	250	250	14,111	13,831	280	under	2.0%

Variance Explanations**1. Employee Costs**

The underspend is due to vacancies as a result of posts that are not being recruited and are part of 2020/2021 savings.

2. Property Costs

The overspend is a result of one off expenditure incurred in relation to Q&A offices.

3. Administration Costs

The underspend relates to reduced legal expenses in relation to the collection of Council Tax.

4. Transfer Payments

The underspend is due to the reduced cost of overpayments as part of the administration of housing benefit, offset by an under recovery of Income (see 5 below).

5. Income

The under recovery relates to a reduced level of recovery of housing benefit overpayments and is offset by an underspend on Transfer Payments (see 4 above).

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 28 February 2020 (No.12)

Audit Services

	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion	Actual BEFORE Transfers	Variance		% Variance	Note
					28/02/20	28/02/20	28/02/20		28/02/20	
	£000	£000	£000	£000	£000	£000	£000			
<u>Budget Category</u>										
Employee Costs	621	623	(2)	(2)	553	555	(2)	over	(0.4%)	
Property Costs	0	0	0	0	0	0	0	-	n/a	
Supplies & Services	7	5	2	2	7	5	2	under	28.6%	
Transport & Plant	0	0	0	0	0	0	0	-	n/a	
Administration Costs	7	4	3	3	5	4	1	under	20.0%	
Payments to Other Bodies	0	0	0	0	0	0	0	-	n/a	
Payments to Contractors	0	0	0	0	0	0	0	-	n/a	
Transfer Payments	0	0	0	0	0	0	0	-	n/a	
Financing Charges	4	4	0	0	4	5	(1)	over	(25.0%)	
Total Controllable Exp.	639	636	3	3	569	569	0	-	0.0%	
Total Controllable Inc.	(274)	(274)	0	0	(44)	(45)	1	over recovered	2.3%	
Net Controllable Exp.	365	362	3	3	525	524	1	under	0.2%	

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 28 February 2020 (No.12)

Information Technology Services

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion	Actual BEFORE Transfers	Variance		% Variance	Note
	28/02/20	28/02/20	28/02/20	28/02/20	28/02/20	28/02/20	28/02/20		28/02/20	
	£000	£000	£000	£000	£000	£000	£000			
Employee Costs	5,414	5,599	(185)	(185)	4,838	4,995	(157)	over	(3.2%)	1
Property Costs	473	455	18	18	375	353	22	under	5.9%	
Supplies & Services	4,355	4,295	60	60	4,311	4,266	45	under	1.0%	
Transport & Plant	4	3	1	1	4	4	0	-	0.0%	
Administration Costs	2,053	2,032	21	21	1,680	1,651	29	under	1.7%	
Payments to Other Bodies	0	0	0	0	0	0	0	-	n/a	
Payments to Contractors	0	4	(4)	(4)	0	4	(4)	over	n/a	
Transfer Payments	0	0	0	0	0	0	0	-	n/a	
Financing Charges	501	512	(11)	(11)	161	168	(7)	over	(4.3%)	
Total Controllable Exp.	12,800	12,900	(100)	(100)	11,369	11,441	(72)	over	(0.6%)	
Total Controllable Inc.	(7,805)	(7,798)	(7)	(7)	(5,231)	(5,211)	(20)	under recovered	(0.4%)	
Net Controllable Exp.	4,995	5,102	(107)	(107)	6,138	6,230	(92)	over	(1.5%)	

Variance Explanations

1. Employee Costs

The overspend is mainly due to lower than anticipated staff turnover across the Service to date.

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 28 February 2020 (No.12)

Personnel Services

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion	Actual BEFORE Transfers	Variance	% Variance	Note
	28/02/20	28/02/20	28/02/20	28/02/20	28/02/20	28/02/20	28/02/20	28/02/20	
	£000	£000	£000	£000	£000	£000	£000		
Employee Costs	7,356	7,317	39	39	6,557	6,566	(9)	over	(0.1%)
Property Costs	147	149	(2)	(2)	123	138	(15)	over	(12.2%)
Supplies & Services	271	292	(21)	(21)	244	282	(38)	over	(15.6%) 1
Transport & Plant	32	25	7	7	28	22	6	under	21.4%
Administration Costs	1,687	1,549	138	138	1,372	1,192	180	under	13.1% 2
Payments to Other Bodies	3,219	3,078	141	141	1,973	1,858	115	under	5.8% 3
Payments to Contractors	0	25	(25)	(25)	0	45	(45)	Over	n/a
Transfer Payments	0	0	0	0	0	0	0	-	n/a
Financing Charges	39	51	(12)	(12)	39	65	(26)	over	(66.7%)
Total Controllable Exp.	12,751	12,486	265	265	10,336	10,168	168	under	1.6%
Total Controllable Inc.	(3,339)	(3,218)	(121)	(121)	(1,550)	(1,471)	(79)	under recovered	(5.1%) 4
Net Controllable Exp.	9,412	9,268	144	144	8,786	8,697	89	under	1.0%

Variance Explanations1. **Supplies and Services**

The overspend relates to the one-off costs incurred for IT systems in the financial year.

2. **Administration Costs**

The underspend reflects the reduced cost of employee training and employability programmes to date.

3. **Payment to Other Bodies**

The underspend is due to lower than anticipated costs for the implementation and ongoing requirements for providing free sanitary products in public places.

4. **Income**

The net under recovery reflects the level of income received for employability programmes, offset by a reduction in expenditure above. This is partially offset by the level of recharges from Skills Development Scotland for Modern Apprentices.

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 28 February 2020 (No.12)

Administration, Legal and Licensing Services

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion	Actual BEFORE Transfers	Variance	% Variance	Note
	28/02/20	28/02/20	28/02/20	28/02/20	28/02/20	28/02/20	28/02/20	28/02/20	
	£000	£000	£000	£000	£000	£000	£000		
Employee Costs	4,328	4,345	(17)	(17)	3,864	3,869	(5)	over	(0.1%)
Property Costs	17	20	(3)	(3)	17	17	0	-	0.0%
Supplies & Services	125	149	(24)	(24)	121	148	(27)	over	(22.3%)
Transport & Plant	14	18	(4)	(4)	12	14	(2)	over	(16.7%)
Administration Costs	2,056	2,098	(42)	(42)	1,799	1,840	(41)	over	(2.3%) 1
Payments to Other Bodies	679	659	20	20	661	636	25	under	3.8%
Payments to Contractors	0	0	0	0	0	0	0	-	n/a
Transfer Payments	0	0	0	0	0	0	0	-	n/a
Financing Charges	48	39	9	9	46	44	2	under	4.3%
Total Controllable Exp.	7,267	7,328	(61)	(61)	6,520	6,568	(48)	over	(0.7%)
Total Controllable Inc.	(3,487)	(3,507)	20	20	(1,618)	(1,646)	28	over recovered	1.7% 2
Net Controllable Exp.	3,780	3,821	(41)	(41)	4,902	4,922	(20)	over	(0.4%)

Variance Explanations**1. Administration Costs**

The overspend is due to the costs associated with the by-election held during the year.

2. Income

The over recovery relates to greater than anticipated landlord registration income received in the financial year to date.

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 28 February 2020 (No.12)

Communications and Strategy Services

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion	Actual BEFORE Transfers	Variance		% Variance	Note
	28/02/20	28/02/20	28/02/20	28/02/20	28/02/20	28/02/20	28/02/20		28/02/20	
	£000	£000	£000	£000	£000	£000	£000			
Employee Costs	1,778	1,762	16	16	1,588	1,573	15	under	0.9%	
Property Costs	0	0	0	0	0	0	0	-	n/a	
Supplies & Services	613	618	(5)	(5)	534	540	(6)	over	(1.1%)	
Transport & Plant	28	27	1	1	25	24	1	under	4.0%	
Administration Costs	1,165	1,210	(45)	(45)	1,008	1,060	(52)	over	(5.2%)	1
Payments to Other Bodies	6	4	2	2	3	3	0	-	0.0%	
Payments to Contractors	0	0	0	0	0	0	0	-	n/a	
Transfer Payments	0	0	0	0	0	0	0	-	n/a	
Financing Charges	406	416	(10)	(10)	400	411	(11)	over	(2.8%)	
Total Controllable Exp.	3,996	4,037	(41)	(41)	3,558	3,611	(53)	over	(1.5%)	
Total Controllable Inc.	(2,962)	(2,833)	(129)	(129)	(2,242)	(2,115)	(127)	under recovered	(5.7%)	2
Net Controllable Exp.	1,034	1,204	(170)	(170)	1,316	1,496	(180)	over	(13.7%)	

Variance Explanations1. **Administration Costs**

The overspend is due to greater than anticipated cost of materials for internal printing work completed to date.

2. **Income**

The under recovery is due to less than anticipated income from external work completed to date.

Report

5

Report to:	Finance and Corporate Resources Committee
Date of Meeting:	20 May 2020
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Capital Budget Monitoring 2019/2020 - Finance and Corporate Resources
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide information on the progress of the capital programme for Finance and Corporate Resources for the period 1 April 2019 to 28 February 2020

2. Recommendation(s)

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

- (1) that the Finance and Corporate Resources capital programme of £0.993 million, and expenditure to date of £0.383 million, be noted; and
- (2) that the projected outturn of £0.748 million be noted.

3. Background

3.1. This is the fifth capital monitoring report presented to the Finance and Corporate Resources Committee for the financial year 2019/2020.

3.2. The budget reflects the programme for the year (Executive Committee, 29 May 2019) as well as budget adjustments approved by the Executive Committee during 2019/2020. There has been no change since the last report to this Committee.

3.3. The report details the financial position for Finance and Corporate Resources in Appendix A.

4. Employee Implications

4.1. None

5. Financial Implications

5.1. The total capital programme for Finance and Corporate Resources for 2019/2020 is £0.993 million.

5.2. 2019/2020 Outturn

The predicted spend position for this financial year is an outturn of £0.748 million for Finance and Corporate Resources. This is an underspend of £0.245 million and mainly reflects a delay in the commencement of the Mobile Working pilot project and the expected timing of spend on the Computer Room Upgrade project. Funding will carry forward into next financial year.

- 5.3. The year-end position is being prepared and this will be reported to Executive Committee in June 2020. It is anticipated that the ongoing implications of COVID-19, including the closure of construction sites in advance of the financial year end, will likely impact on the level of capital spend achieved this financial year.
- 5.4. 2019/2020 Monitoring
Anticipated spend to date was £0.854 million, and £0.383 million has been spent. This represents a position of £0.471 million behind profile and this is mainly due to the timing of project spend, which is reflected in the outturn position noted at section 5.2.
- 6. Climate Change, Sustainability and Environmental Implications**
- 6.1. There are no implications for climate change, sustainability or the environment in terms of the information contained in this report.
- 7. Other Implications**
- 7.1. The main risk associated with the Council's Capital Programme is that there is an overspend. The risk has been assessed as low given the detailed project management plans prepared and monitored for each project. The risk of overspend is managed through four weekly Investment Management Meetings.
- 7.2. There are no implications for sustainability in terms of the information contained in this report.
- 8. Equality Impact Assessment and Consultation Arrangements**
- 8.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.
- 8.2. There is also no requirement to undertake any consultation in terms of the information contained in the report.

Paul Manning
Executive Director (Finance and Corporate Resources)

30 April 2020

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, Effective, Efficient and Transparent

Previous References

- ◆ Executive Committee – 29 May 2019
- ◆ Finance and Corporate Resources Committee – 4 March 2020

List of Background Papers

- ◆ Financial ledger to 28 February 2020

Contact for Further Information

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

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South Lanarkshire Council
Capital Expenditure 2019-2020
Finance and Corporate Resources Programme
For Period 1 April 2019 – 28 February 2020

<u>Finance and Corporate Resources</u>	Total Original Budget £000	Budget Adjustments £000	Slippage £000	Total Budget £000	Budget to Date £000	Actual Expenditure £000	2019/20 Outturn £000
Information Technology Services	929	64	0	993	854	383	748
TOTAL	929	64	0	993	854	383	748

Report

6

Report to: **Finance and Corporate Resources Committee**
 Date of Meeting: **20 May 2020**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Finance and Corporate Resources – Workforce
Monitoring – January to March 2020**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for the period January to March 2020 relating to Finance and Corporate Resources

2. Recommendation(s)

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

(1) that the following employment information for the period January to March 2020 relating to Finance and Corporate Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work cases
- ◆ analysis of leavers and exit interviews

3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to Committee. This report for Finance and Corporate Resources provides information on the position for the period January to March 2020.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of March 2020 for Finance and Corporate Resources.

The Resource absence figure for March 2020 was 4.5%, which represents an increase of 0.4% when compared to the previous month and is 1.7% lower than the Council-wide figure. Compared to March 2019, the Resource absence figure has increased by 1.2%.

Based on the absence figures at March 2020 and annual trends, the annual average absence for the Resource for 2019/2020 is 3.7%, compared to a Council-wide average figure of 4.8%.

For the financial year 2019/2020, the projected average days lost per employee equates to 8.7 days, compared with the overall figure for the Council of 11.1 days per employee.

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

The attendance information contained in this report includes absences as a result of Covid-19, as these began to impact on attendance figures in March. It is anticipated that respiratory absences will continue to increase over subsequent months and that Resource and Council absence rates will increase as a result. Employees are being supported through this difficult time to maintain attendance levels where they can.

4.2. Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, 60 referrals were made this period, a decrease of 16 when compared with the same period last year.

4.3. Accident/Incident Statistics (Appendix 2)

One accident/incident was recorded within the Resource this period, a decrease of 4 when compared with the same period last year.

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

During the period 2 disciplinary hearings were held within the Resource, which is an increase of 2 when compared with the same period last year. There were no grievance hearings held within the Resource this period, which remains unchanged when compared with the same period last year. There were no Dignity at Work complaints raised within the Resource this period, which remains unchanged when compared with the same period last year.

4.5. Analysis of Leavers (Appendix 2)

There were 10 leavers in the Resource this period who were eligible for an exit interview. This figure remains unchanged when compared with the same period last year. Exit interviews were held with 3 employees.

4.6. From September 2019, when processing an employee termination, managers were asked to identify whether they intended to replace the employee who had left the Council. If they indicated that they did not intend to replace the employee, they were asked to select from four options:-

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

4.7. Appendix 2a provides a breakdown of vacant posts and whether these are being replaced or held for savings. In the period January to March 2020, 18 (12.36 FTE) employees in total left employment. Managers indicated that 14 (9.16 FTE) of these posts are being filled, 3 (2.20 FTE) are being held pending savings and the budget of 1 post (1.0 FTE) is being transferred to another post.

- 4.8. The cumulative figure for the period April 2019 to March 2020 is therefore that there were 80 (60.45 FTE) vacant posts in the Resource. Of these, 46 (37.45 FTE) were being filled through a recruitment process, 1 (0.6 FTE) was being filled on a fixed term basis and the remaining 32 (21.4 FTE) were being held pending savings discussions. It should be noted that some of the posts at recruitment may be currently covered on a fixed term basis pending recruitment.

5. Employee Implications

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

6. Financial Implications

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

7. Climate Change, Sustainability and Environmental Implications

- 7.1. There are no Climate Change, Sustainability and Environmental Implications arising from the information presented in this report.

8. Other Implications

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

9. Equality Impact Assessment and Consultation Arrangements

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

Paul Manning

Executive Director (Finance and Corporate Resources)

15 April 2020

Link(s) to Council Values/Ambitions/Objectives

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

Previous References

- ◆ Finance and Corporate Resources – 4 March 2020

List of Background Papers

- ◆ monitoring information provided by Finance and Corporate Resources.

Contact for Further Information

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

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

APT&C				Manual Workers				Resource Total				Council Wide			
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020
April	2.8	3.1	3.5	April		8.6	7.1	April	2.8	3.2	3.6	April	3.9	4.1	4.0
May	3.2	3.3	3.2	May	0.0	0.4	0.0	May	3.2	3.2	3.2	May	4.2	4.2	4.4
June	3.3	2.5	3.3	June	0.0	0.0	0.5	June	3.3	2.5	3.2	June	3.9	4.3	4.4
July	3.1	2.9	3.3	July	0.0	0.0	2.4	July	3.0	2.9	3.2	July	3.0	3.4	3.4
August	3.5	2.8	3.6	August	0.0	0.4	5.9	August	3.4	2.8	3.6	August	3.2	3.6	3.7
September	4.1	3.1	3.3	September	0.0	0.0	3.5	September	4.1	3.0	3.3	September	4.0	4.4	4.5
October	4.4	3.6	3.7	October	0.0	0.0	3.6	October	4.3	3.6	3.7	October	4.1	4.4	4.6
November	4.2	4.6	3.9	November	0.0	0.0	2.6	November	4.1	4.6	3.8	November	4.8	5.1	5.5
December	3.5	3.8	4.6	December	0.0	0.0	1.3	December	3.4	3.8	4.5	December	5.1	4.8	5.7
January	4.1	3.6	3.9	January	7.0	0.0	0.0	January	4.2	3.5	3.9	January	5.0	4.9	5.3
February	4.2	3.7	4.1	February	2.5	2.3	7.6	February	4.2	3.6	4.1	February	5.0	5.2	5.6
March	3.8	3.2	4.5	March	16.9	9.8	4.6	March	4.0	3.3	4.5	March	4.7	4.9	6.2
Annual Average	3.7	3.4	3.7	Annual Average	2.4	1.8	3.3	Annual Average	3.7	3.3	3.7	Annual Average	4.2	4.4	4.8
Average Apr-Mar	3.7	3.4	3.7	Average Apr-Mar	2.4	1.8	3.3	Average Apr-Mar	3.7	3.3	3.7	Average Apr-Mar	4.2	4.4	4.8

No of Employees at 31 March 2020	980	No of Employees at 31 March 2020	12	No of Employees at 31 March 2020	992	No of Employees at 31 March 2020	15781
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For the financial year 2019/20, the projected average days lost per employee equates to 8.7 days.
 Figures for manual workers only applicable from May 2017/2018

FINANCE AND CORPORATE RESOURCES

	Jan-Mar 2019	Jan-Mar 2020
MEDICAL EXAMINATIONS		
Number of Employees Attending	19	14
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	1	0
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	40	29
REFERRALS TO EMPLOYEE SUPPORT OFFICER	16	17
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	0	0
TOTAL	76	60

CAUSE OF ACCIDENTS/INCIDENTS	Jan-Mar 2019	Jan-Mar 2020
Violent Incident: Verbal*****	5	1
Total Accidents/Incidents	5	1

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

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

***Near Miss - Any unexpected, unplanned occurrence (except Dangerous Occurrences) that does not lead to injury of persons, damage to property, plant or equipment but may have done so in different circumstance.

****Physical violent incidents are included in the "Specified" figures, where applicable, to provide the "Total Specified" figures.

****Physical violent incidents and ***** Verbal Violent Incidents are included in the "Over 3-day or Over 7-day" figures, where applicable, to provide the "Total Over 3-day or Over 7-day" figures.

****Physical Violent Incidents and ***** Verbal Violent Incidents are included in the "Minor" figures, where applicable, to provide the "Total Minor" figures.

RECORD OF DISCIPLINARY HEARINGS	Jan-Mar 2019	Jan-Mar 2020
Total Number of Hearings	0	2

Time Taken to Convene Hearing Jan - Mar 2020

0-3 Weeks
1

4-6 Weeks
1

Over 6 Weeks
0

RECORD OF GRIEVANCE HEARINGS	Jan-Mar 2019	Jan-Mar 2020
Number of Grievances	0	0

RECORD OF DIGNITY AT WORK	Jan-Mar 2019	Jan-Mar 2020
Number of Incidents	0	0

ANALYSIS OF REASONS FOR LEAVING	Jan-Mar 2019	Jan-Mar 2020
Career Advancement	3	1
Moving Outwith Area	1	0
Travelling Difficulties	0	1
Other	1	1
Number of Exit Interviews conducted	5	3

Total Number of Leavers Eligible for Exit Interview	10	10
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Percentage of interviews conducted	50%	30%
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	Jan 2020 - Mar 2020		Reconciliation figure		Cumulative total	
			Apr 2019 - Dec 2019			
	FTE*	H/C**	FTE	H/C	FTE	H/C
Terminations/Leavers	12.36	18	48.09	62	60.45	80
Being replaced	9.16	14	28.29	32	37.45	46
Held pending savings	2.2	3	19.2	29	21.4	32
Filled on fixed term basis	0	0	0.6	1	0.6	1
Budget transfer to other post	1	1	0	0	1	1
End of fixed term contract	0	0	0	0	0	0

* Full time equivalent

** Head count/number of employees

Report

7

Report to: **Finance and Corporate Resources Committee**
 Date of Meeting: **20 May 2020**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Council-wide Workforce Monitoring – January to March 2020**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information relating to the Council for the period January to March 2020

2. Recommendation(s)

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

(1) that the following employment information for the period January to March 2020 relating to the Council be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ recruitment monitoring

3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to the Committee. This report for the Council provides information on the position for the period January to March 2020.

4. Attendance Statistics

4.1. Information on absence statistics for the Council and each Resource, as analysed for March 2020, is provided in Appendices 1 to 8. Points to note are:-

The Council's absence rate for March 2020, shown in Appendix 1, is 6.2%, which represents an increase of 0.6% when compared with the previous month and the figure has increased by 1.3% when compared to March 2019.

When compared to March 2019, the APT&C absence rate has increased by 1.5%, the teachers' figure has increased by 0.9% and the manual workers' figure has increased by 1.2%.

Based on annual trends and the absence rate to March 2020, the average absence rate for the Council for the financial year 2019/2020 is 4.8%.

For the financial year 2019/2020, the average days lost per employee equates to 11.1 days.

In comparison to March 2019 (Appendix 8):-

- ◆ Psychological and respiratory conditions are the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have increased by 638 days.
- ◆ Total days lost due to psychological conditions have increased by 686 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have increased by 71 days.
- ◆ Total days lost due to respiratory conditions have increased by 3,179 days.

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

5. Occupational Health

5.1. Information on Occupational Health for the period January to March 2020 is provided in Appendix 9.

- ◆ during the period there were 447 employees referred for a medical examination, an increase of 26 when compared to the same period last year. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals.
- ◆ a total of 561 employees attended physiotherapy treatment, showing a decrease of 51 when compared to the same period last year. Of the 561 employees referred, 76% remained at work whilst undertaking treatment.
- ◆ during this period 493 employees were referred to the Employee Support Officer, showing an increase of 80 when compared with the same period last year. Of the referrals made this period, 92% related to personal reasons.
- ◆ 191 employees were referred to the PAM Assist counselling service this period, showing an increase of 40 when compared with the same period last year. All of the referrals made this period were from management and none were made directly by employees. Personal reasons accounted for 53% of the referrals made, 17% were for work related reasons and 30% were for other reasons.
- ◆ 57 employees were referred for Cognitive Behavioural Therapy this period, an increase of 18 when compared to the same period last year.

6. Accidents/Incidents

6.1. The accident/incident report for January to March 2020 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 407, this figure has increased by 153 from the same period last year.
- ◆ There were no fatal injuries recorded, this figure has decreased by 2 from the same period last year.
- ◆ there was 1 specified injury recorded, this figure has decreased by 1 from the same period last year.
- ◆ there were 389 minor accidents/incidents, this figure has increased by 158 from the same period last year.

- ◆ One accident resulted in an absence lasting over 3 days during the period, this figure has decreased by 7 from the same period last year.
- ◆ there were 16 accidents resulting in absences lasting over 7 days during the period, this figure has increased by 5 from the same period last year.

7. Discipline, Grievance, Dignity at Work Hearings and Mediation Referrals

7.1. Information on Disciplinary, Grievance Hearings, Dignity at Work and Mediation Referrals for January to March 2020 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 30 disciplinary hearings were held across Resources within the Council, a decrease of 20 when compared to the same period last year.
- ◆ action was taken in 30 of these cases. No appeals were raised against the outcomes.
- ◆ our target is to convene disciplinary hearings within 6 weeks, 60% of hearings met this target.
- ◆ during the period, no appeals were heard by the Appeals Panel.
- ◆ at the end of March 2020, 2 Appeals Panels were pending.
- ◆ during the period, 1 grievance case was raised.
- ◆ during the period, 1 Dignity at Work case was raised.
- ◆ during the period, no referral for mediations were submitted.

8. Analysis of Leavers and Exit Interviews

8.1. Information on the number of leavers and exit interviews for the period January to March 2020 is contained in Appendix 13. Exit interviews are conducted with employees who leave voluntarily.

Labour Turnover

Using information compiled from Resources and Staffing Watch information as at 14 December 2019, the Council's turnover figure for January to March 2020 is as follows:-

135 leavers eligible for exit interviews/14,766 employees in post = Labour Turnover of 0.9%.

Based on the figure at March 2020, the projected annual labour turnover figure for the financial year 2019/2020 for the Council is 4.1%.

8.2. Analysis of Leavers and Exit Interviews

- ◆ there were a total of 135 employees leaving the Council that were eligible for an exit interview, an increase of 18 when compared with the same period last year.
- ◆ exit interviews were held with 27% of leavers, compared with 24% from the same period last year.

8.3. From September 2019, when processing an employee termination, managers were asked to identify whether they intended to replace the employee who had left the Council. If they indicated that they did not intend to replace the employee, they were asked to select from the following options:-

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

- 8.4. Appendix 13a provides information relating to vacant posts and whether these are being replaced or held for savings. From January to March 2020, 246 (167.82 FTE) employees left employment and managers indicated that 242 (164.62 FTE) would be replaced. Of the remaining posts, 3 (2.20 FTE) are to be left vacant pending service review and 1 posts budget (1.00 FTE) is being transferred to another post.

Cumulatively, therefore, from April 2019 there have been 1,148 (833.49 FTE) leavers, 950 (672.96 FTE) of which are being replaced. 6 (FTE 3.59) are being replaced on a temporary basis, the budget for 4 (2.7 FTE) is being transferred to other posts, 109 (109 FTE) were fixed term posts which came to an end and the remaining 79 (46.25 FTE) are being held vacant pending savings discussion or service reviews.

9. Recruitment Monitoring

- 9.1. Information on Recruitment Monitoring for January to March 2020 is contained within Appendix 14.

From an analysis of Equal Opportunities Monitoring Forms, the main points to note are:-

- ◆ overall, 4,207 applications and 4,154 completed Equal Opportunities Monitoring Forms were received
- ◆ of those applicants who declared themselves as disabled (194), 99 were shortlisted for interview and 23 were appointed
- ◆ of those applicants of a black/ethnic minority background (175), 64 were shortlisted for interview and 24 were appointed.

10. Employee Implications

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

11. Financial Implications

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

12. Climate Change, Sustainability and Environmental Implications

- 12.1. There are no Climate Change, Sustainability and Environmental Implications arising from the information presented in this report.

13. Other Implications

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

14. Equality Impact Assessment and Consultation Arrangements

- 14.1. 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.
- 14.2. There was no requirement to undertake any consultation in terms of the information contained in this report.

Paul Manning

Executive Director (Finance and Corporate Resources)

15 April 2020

Link(s) to Council Values/Ambitions/Objectives

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

Previous References

- ◆ Finance and Corporate Resources Committee – 4 March 2020

List of Background Papers

- ◆ Monitoring information provided by Resources

Contact for Further Information

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

Janet McLuckie, Personnel Officer

Ext: 4239 (Tel: 01698 454239)

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

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

APT&C				Teachers				Manual Workers				Council Wide				
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020	
	%	%	%		%	%	%		%	%	%		%	%	%	
April	4.1	4.2	4.0	April	2.1	1.9	2.9	April	5.2	5.7	5.2	April	3.9	4.1	4.0	
May	4.4	4.2	4.4	May	2.7	2.1	3.2	May	5.1	6.1	5.6	May	4.2	4.2	4.4	
June	4.1	4.2	4.4	June	2.2	2.3	2.7	June	4.9	6.0	5.7	June	3.9	4.3	4.4	
July	3.3	3.5	3.5	July	0.8	1.0	1.2	July	4.5	5.1	5.1	July	3.0	3.4	3.4	
August	3.7	3.7	3.9	August	1.0	1.2	1.3	August	4.5	5.4	5.5	August	3.2	3.6	3.7	
September	4.4	4.4	4.5	September	2.2	2.2	2.5	September	5.0	6.2	6.1	September	4.0	4.4	4.5	
October	4.3	4.7	4.7	October	2.4	2.2	2.6	October	5.4	5.8	6.1	October	4.1	4.4	4.6	
November	4.7	5.3	5.7	November	3.5	3.5	3.8	November	6.1	6.0	6.6	November	4.8	5.1	5.5	
December	4.9	4.9	5.7	December	3.8	3.1	3.8	December	6.7	6.3	7.2	December	5.1	4.8	5.7	
January	5.0	4.7	5.2	January	3.0	3.3	3.4	January	6.6	6.6	7.1	January	5.0	4.9	5.3	
February	5.2	4.9	5.6	February	3.0	4.0	3.8	February	6.5	6.7	7.3	February	5.0	5.2	5.6	
March	4.8	4.7	6.2	March	2.9	3.9	4.8	March	6.2	6.1	7.3	March	4.7	4.9	6.2	
Annual Average	4.4	4.5	4.8	Annual Average	2.5	2.6	3.0	Annual Average	5.6	6.0	6.2	Annual Average	4.2	4.4	4.8	
Average Apr-Mar	4.4	4.5	4.8	Average Apr-Mar	2.5	2.6	3.0	Average Apr-Mar	5.6	6.0	6.2	Average Apr-Mar	4.2	4.4	4.8	
No of Employees at 31 March 2020			7271	No of Employees at 31 March 2020			3868	No of Employees at 31 March 2020			4642	No of Employees at 31 March 2020			15781	

For the financial year 2019/20, the projected average days lost per employee equates to 11.1 days.

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

APT&C				Manual Workers				Resource Total				Council Wide				
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020	
April	3.9	3.2	4.0	April	5.2	5.4	4.4	April	4.8	5.0	4.3	April	3.9	4.1	4.0	
May	4.4	2.8	3.6	May	5.7	6.0	5.1	May	5.4	5.5	4.9	May	4.2	4.2	4.4	
June	4.2	3.8	3.9	June	5.1	5.8	5.5	June	4.9	5.5	5.3	June	3.9	4.3	4.4	
July	3.4	4.3	3.9	July	4.2	4.5	4.3	July	4.0	4.4	4.3	July	3.0	3.4	3.4	
August	3.6	4.8	4.0	August	4.5	5.3	5.1	August	4.3	5.2	4.9	August	3.2	3.6	3.7	
September	3.4	6.0	2.9	September	5.0	6.2	5.9	September	4.8	6.2	5.4	September	4.0	4.4	4.5	
October	3.8	3.8	3.4	October	5.6	5.8	5.9	October	5.3	5.5	5.5	October	4.1	4.4	4.6	
November	4.5	4.8	4.8	November	6.2	6.2	6.6	November	5.9	6.0	6.4	November	4.8	5.1	5.5	
December	3.6	4.1	5.4	December	6.4	6.0	7.0	December	5.9	5.7	6.8	December	5.1	4.8	5.7	
January	3.0	3.4	4.1	January	6.3	6.1	6.6	January	5.7	5.6	6.2	January	5.0	4.9	5.3	
February	3.0	4.1	3.8	February	6.8	6.3	7.1	February	6.1	5.9	6.6	February	5.0	5.2	5.6	
March	3.4	4.8	4.5	March	6.1	5.6	7.1	March	5.6	5.5	6.7	March	4.7	4.9	6.2	
Annual Average	3.7	4.2	4.0	Annual Average	5.6	5.8	5.9	Annual Average	5.2	5.5	5.6	Annual Average	4.2	4.4	4.8	
Average Apr-Mar	3.7	4.2	4.0	Average Apr-Mar	5.6	5.8	5.9	Average Apr-Mar	5.2	5.5	5.6	Average Apr-Mar	4.2	4.4	4.8	
No of Employees at 31 March 2020			550	No of Employees at 31 March 2020			2914	No of Employees at 31 March 2020			3464	No of Employees at 31 March 2020			15781	

For the financial year 2019/20, the projected average days lost per employee equates to 14.0 days.

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

APT&C				Teachers				Resource Total				Council Wide				
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020	
April	4.0	4.1	3.5	April	2.1	1.9	2.9	April	2.9	2.8	3.2	April	3.9	4.1	4.0	
May	4.7	4.5	4.2	May	2.7	2.1	3.2	May	3.5	3.1	3.6	May	4.2	4.2	4.4	
June	3.6	4.4	3.8	June	2.2	2.3	2.7	June	2.8	3.2	3.2	June	3.9	4.3	4.4	
July	2.1	2.4	2.4	July	0.8	1.0	1.2	July	1.3	1.6	1.7	July	3.0	3.4	3.4	
August	2.7	2.7	2.8	August	1.0	1.2	1.3	August	1.7	1.8	2.0	August	3.2	3.6	3.7	
September	4.3	4.1	4.3	September	2.2	2.2	2.5	September	3.0	3.0	3.3	September	4.0	4.4	4.5	
October	4.6	4.7	4.5	October	2.4	2.2	2.6	October	3.3	3.2	3.5	October	4.1	4.4	4.6	
November	5.0	5.7	5.8	November	3.5	3.5	3.8	November	4.1	4.4	4.7	November	4.8	5.1	5.5	
December	5.3	5.4	5.5	December	3.8	3.1	3.8	December	4.4	4.1	4.6	December	5.1	4.8	5.7	
January	5.2	5.1	5.1	January	3.0	3.3	3.4	January	3.9	4.1	4.2	January	5.0	4.9	5.3	
February	5.5	5.3	5.7	February	3.0	4.0	3.8	February	4.0	4.5	4.6	February	5.0	5.2	5.6	
March	4.7	5.0	7.1	March	2.9	3.9	4.8	March	3.7	4.4	5.8	March	4.7	4.9	6.2	
Annual Average	4.3	4.5	4.6	Annual Average	2.5	2.6	3.0	Annual Average	3.2	3.4	3.7	Annual Average	4.2	4.4	4.8	
Average Apr-Mar	4.3	4.5	4.6	Average Apr-Mar	2.5	2.6	3.0	Average Apr-Mar	3.2	3.4	3.7	Average Apr-Mar	4.2	4.4	4.8	
No of Employees at 31 March 2020			3034	No of Employees at 31 March 2020			3868	No of Employees at 31 March 2020			6902	No of Employees at 31 March 2020			15781	

For the financial year 2019/20, the projected average days lost per employee equates to 8.9 days.

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

APT&C				Manual Workers				Resource Total				Council Wide			
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020
April	2.8	3.1	3.5	April		8.6	7.1	April	2.8	3.2	3.6	April	3.9	4.1	4.0
May	3.2	3.3	3.2	May	0.0	0.4	0.0	May	3.2	3.2	3.2	May	4.2	4.2	4.4
June	3.3	2.5	3.3	June	0.0	0.0	0.5	June	3.3	2.5	3.2	June	3.9	4.3	4.4
July	3.1	2.9	3.3	July	0.0	0.0	2.4	July	3.0	2.9	3.2	July	3.0	3.4	3.4
August	3.5	2.8	3.6	August	0.0	0.4	5.9	August	3.4	2.8	3.6	August	3.2	3.6	3.7
September	4.1	3.1	3.3	September	0.0	0.0	3.5	September	4.1	3.0	3.3	September	4.0	4.4	4.5
October	4.4	3.6	3.7	October	0.0	0.0	3.6	October	4.3	3.6	3.7	October	4.1	4.4	4.6
November	4.2	4.6	3.9	November	0.0	0.0	2.6	November	4.1	4.6	3.8	November	4.8	5.1	5.5
December	3.5	3.8	4.6	December	0.0	0.0	1.3	December	3.4	3.8	4.5	December	5.1	4.8	5.7
January	4.1	3.6	3.9	January	7.0	0.0	0.0	January	4.2	3.5	3.9	January	5.0	4.9	5.3
February	4.2	3.7	4.1	February	2.5	2.3	7.6	February	4.2	3.6	4.1	February	5.0	5.2	5.6
March	3.8	3.2	4.5	March	16.9	9.8	4.6	March	4.0	3.3	4.5	March	4.7	4.9	6.2
Annual Average	3.7	3.4	3.7	Annual Average	2.4	1.8	3.3	Annual Average	3.7	3.3	3.7	Annual Average	4.2	4.4	4.8
Average Apr-Mar	3.7	3.4	3.7	Average Apr-Mar	2.4	1.8	3.3	Average Apr-Mar	3.7	3.3	3.7	Average Apr-Mar	4.2	4.4	4.8

No of Employees at 31 March 2020	980	No of Employees at 31 March 2020	12	No of Employees at 31 March 2020	992	No of Employees at 31 March 2020	15781
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For the financial year 2019/20, the projected average days lost per employee equates to 8.7 days.
 Figures for manual workers only applicable from May 2017/2018

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

APT&C				Manual Workers				Resource Total				Council Wide			
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020
April	4.3	3.9	3.9	April	4.5	6.5	6.7	April	4.4	4.9	5.0	April	3.9	4.1	4.0
May	4.2	3.6	4.2	May	3.9	6.5	5.1	May	4.1	4.8	4.5	May	4.2	4.2	4.4
June	3.9	4.0	4.8	June	4.4	6.2	5.0	June	4.1	4.9	4.9	June	3.9	4.3	4.4
July	4.3	3.7	4.1	July	4.9	6.3	5.4	July	4.5	4.8	4.6	July	3.0	3.4	3.4
August	4.7	4.1	4.0	August	4.0	5.5	5.7	August	4.4	4.6	4.7	August	3.2	3.6	3.7
September	4.3	4.5	4.4	September	4.5	6.2	5.8	September	4.4	5.2	5.0	September	4.0	4.4	4.5
October	3.8	4.3	4.3	October	4.4	5.9	6.6	October	4.0	4.9	5.2	October	4.1	4.4	4.6
November	4.9	4.8	5.5	November	6.4	6.5	6.1	November	5.5	5.5	5.7	November	4.8	5.1	5.5
December	5.0	4.4	5.2	December	9.0	6.5	6.3	December	6.6	5.3	5.6	December	5.1	4.8	5.7
January	5.4	4.2	5.8	January	7.3	7.0	5.9	January	6.2	5.3	5.8	January	5.0	4.9	5.3
February	5.2	4.2	5.8	February	6.1	6.6	5.7	February	5.6	5.2	5.8	February	5.0	5.2	5.6
March	5.1	4.2	5.1	March	6.0	7.3	6.5	March	5.4	5.5	5.7	March	4.7	4.9	6.2
Annual Average	4.6	4.2	4.8	Annual Average	5.5	6.4	5.9	Annual Average	4.9	5.1	5.2	Annual Average	4.2	4.4	4.8
Average Apr-Mar	4.6	4.2	4.8	Average Apr-Mar	5.5	6.4	5.9	Average Apr-Mar	4.9	5.1	5.2	Average Apr-Mar	4.2	4.4	4.8
No of Employees at 31 March 2020			880	No of Employees at 31 March 2020			570	No of Employees at 31 March 2020			1450	No of Employees at 31 March 2020			15781

For the financial year 2019/20, the projected average days lost per employee equates to 12.7 days.

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

APT&C				Manual Workers				Resource Total				Council Wide			
	2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020		2017 / 2018	2018 / 2019	2019 / 2020
April	5.0	5.3	5.0	April	5.6	6.2	6.9	April	5.2	5.6	5.6	April	3.9	4.1	4.0
May	4.9	5.1	5.6	May	4.1	6.2	7.7	May	4.6	5.4	6.3	May	4.2	4.2	4.4
June	5.3	5.2	5.8	June	4.6	6.3	6.9	June	5.1	5.6	6.2	June	3.9	4.3	4.4
July	4.8	5.2	5.1	July	4.9	6.4	7.7	July	4.8	5.6	5.9	July	3.0	3.4	3.4
August	4.9	5.0	5.9	August	4.7	5.9	6.7	August	4.8	5.3	6.2	August	3.2	3.6	3.7
September	5.0	5.0	6.2	September	5.2	6.1	6.8	September	5.1	5.4	6.4	September	4.0	4.4	4.5
October	4.2	5.7	6.1	October	5.8	5.6	6.5	October	4.8	5.6	6.2	October	4.1	4.4	4.6
November	4.4	5.4	6.8	November	5.9	5.3	6.8	November	4.9	5.4	6.8	November	4.8	5.1	5.5
December	5.6	5.1	6.9	December	6.1	6.9	8.7	December	5.7	5.7	7.5	December	5.1	4.8	5.7
January	5.5	5.2	6.2	January	7.3	8.4	9.5	January	6.1	6.2	7.3	January	5.0	4.9	5.3
February	6.1	5.5	6.8	February	5.8	8.5	8.8	February	6.0	6.5	7.5	February	5.0	5.2	5.6
March	5.7	5.4	6.8	March	6.5	6.5	8.5	March	5.9	5.8	7.4	March	4.7	4.9	6.2
Annual Average	5.1	5.3	6.1	Annual Average	5.5	6.5	7.6	Annual Average	5.3	5.7	6.6	Annual Average	4.2	4.4	4.8
Average Apr-Mar	5.1	5.3	6.1	Average Apr-Mar	5.5	6.5	7.6	Average Apr-Mar	5.3	5.7	6.6	Average Apr-Mar	4.2	4.4	4.8

No of Employees at 31 March 2020	1827	No of Employees at 31 March 2020	1146	No of Employees at 31 March 2020	2973	No of Employees at 31 March 2020	15781
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For the financial year 2019/20, the projected average days lost per employee equates to 14.4 days.

ABSENCE BY LONG AND SHORT TERM

From: 1 January 2020 - 31 March 2020

Resource	No of employees	January 2020			February 2020			March 2020		
		Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %
Community and Enterprise	3464	2.3	3.9	6.2	2.6	4.0	6.6	2.4	4.3	6.7
Education	6902	2.1	2.1	4.2	1.9	2.7	4.6	2.8	3.0	5.8
Finance and Corporate	992	1.6	2.3	3.9	1.8	2.3	4.1	2.3	2.2	4.5
Housing & Technical	1450	2.4	3.4	5.8	2.4	3.4	5.8	2.3	3.4	5.7
Social Work	2973	2.3	5.0	7.3	2.3	5.2	7.5	2.4	5.0	7.4
Council Overall for January 2020 - March 2020	15781	2.2	3.1	5.3	2.1	3.5	5.6	2.6	3.6	6.2

ATTENDANCE MONITORING
Absence Classification

From : 1 March - 31 March 2020

REASONS	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	1376	28	1206	15	139	16	459	27	947	24	4127	21
Psychological	1293	26	2301	28	249	28	417	25	1350	34	5610	29
Stomach, Bowel, Blood, Metabolic Disorders	330	7	631	8	115	13	233	14	255	6	1564	8
Respiratory	864	18	2240	28	167	19	359	21	618	15	4248	22
Other Classification	1024	21	1767	22	207	24	215	13	850	21	4063	21
Total Days Lost By Resource	4887	100	8145	100	877	100	1683	100	4020	100	19612	100
Total Work Days Available	73219		140445		19406		29660		54292			

From : 1 March - 31 March 2019

REASONS	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	1118	30	949	17	103	17	557	36	762	25	3489	24
Psychological	975	26	2409	43	218	35	387	25	935	31	4924	34
Stomach, Bowel, Blood, Metabolic Disorders	411	11	545	10	107	17	139	9	291	10	1493	10
Respiratory	257	7	327	6	63	10	121	8	301	10	1069	7
Other Classification	938	25	1400	25	126	20	341	22	735	24	3540	24
Total Days Lost By Resource	3699	100	5630	100	617	100	1545	100	3024	100	14515	100
Total Work Days Available	67176		129077		18840		28250		52449			

*WDL = Work Days Lost

OCCUPATIONAL HEALTH REPORTS

FROM: 1 January 2020 - 31 March 2020 comparison with 1 January 2019 - 31 March 2019

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
TOTAL (Jan-Mar 2020)	125	44	56	14	68	140	447
TOTAL (Jan-Mar 2019)	111	52	47	19	63	129	421

No of Employees Referred For Physiotherapy		
RESOURCE	Jan-Mar 2019	Jan-Mar 2020
Community and Enterprise	134	141
Education (Teachers)	72	77
Education (Others)	111	103
Finance and Corporate	40	29
Housing and Technical	83	71
Social Work	172	140
TOTAL	612	561

No of Employees Referred To Employee Support Officer		
RESOURCE	Jan-Mar 2019	Jan-Mar 2020
Community and Enterprise	79	108
Education	191	220
Finance and Corporate	16	17
Housing and Technical	34	39
Social Work	93	109
TOTAL	413	493

No of Employees Referred For Cognitive Behavioural Therapy		
RESOURCE	Jan-Mar 2019	Jan-Mar 2020
Community and Enterprise	6	5
Education	5	9
Finance and Corporate	0	0
Housing and Technical	4	6
Social Work	9	9
Not Disclose	15	28
TOTAL	39	57

Analysis of Counselling Referrals by Cause											
Reason											
Work Stress		Addiction		Personal		Anxiety/ Depression		Bereavement		Total	
M	S	M	S	M	S	M	S	M	S	M	S
TOTAL (Jan-Mar 2020)	32	0	0	0	101	0	44	0	14	191	0
TOTAL (Jan-Mar 2019)	29	0	4	0	81	0	23	0	14	151	0
								Total Referrals (Jan-Mar 2020)		191	
								Total Referrals (Jan-Mar 2019)		151	

M = MANAGEMENT REFERRAL S = SELF REFERRAL

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

FROM: 1 January 2020 - 31 March 2020 comparison with 1 January 2019 - 31 March 2019

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019
Fatal	0	1	0	0	0	0	0	0	0	1	0	2
Specified Injury	0	1	0	0	0	0	0	0	1	1	1	2
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Total Specified Injury*	0	1	0	0	0	0	0	0	1	1	1	2
Over 7-day	9	3	2	1	0	0	2	5	3	2	16	11
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 7-day**	9	3	2	1	0	0	2	5	3	2	16	11
Over 3-day	1	4	0	0	0	0	0	1	0	3	1	8
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 3-day**	1	4	0	0	0	0	0	1	0	3	1	8
Minor	26	11	8	8	0	0	5	2	13	7	48	28
Near Miss	3	3	0	0	0	0	0	1	0	0	3	4
Violent Incident: Physical	3	3	301	156	0	0	0	0	5	4	308	163
Violent Incident: Verbal	1	5	25	17	1	5	0	5	2	4	30	36
Total Minor***	33	22	334	181	1	5	5	8	20	15	389	231
Total Accidents/Incidents	43	31	336	182	1	5	7	14	24	22	407	254

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

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

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

RECORD OF DISCIPLINARY HEARINGS

FROM: 1 January 2020 - 31 March 2020 comparison with 1 January 2019 - 31 March 2019

RESOURCE	No of Disciplinary Hearings				Outcome of Disciplinary Hearings								No of weeks to convene Disciplinary Hearing			% Held within 6 Weeks
	APT&C	Manual/ Craft	Teachers	Total	No Action				Action Taken				3	4-6	6+	
					APT&C	Manual / Craft	Teachers	Total	APT&C	Manual / Craft	Teachers	Total				
COMMUNITY AND ENTERPRISE	0	12	N/A	12	0	0	N/A	0	0	12	N/A	12	5	2	5	58%
EDUCATION	1	0	3	4	0	0	0	0	1	0	3	4	2	0	2	50%
FINANCE AND CORPORATE	2	0	N/A	2	0	0	N/A	0	2	0	N/A	2	1	1	0	100%
HOUSING & TECHNICAL	2	4	N/A	6	0	0	N/A	0	2	4	N/A	6	3	1	2	67%
SOCIAL WORK	2	4	N/A	6	0	0	N/A	0	2	4	N/A	6	2	1	3	50%
TOTAL (Jan-Mar 2020)	7	20	3	30	0	0	0	0	7	20	3	30	13	5	12	60%
TOTAL (Jan-Mar 2019)	13	36	1	50	1	0	0	1	12	36	1	49	22	12	16	68%

RESOURCE	No of Appeals				Outcome of Appeals												Appeals Pending
	APT&C	Manual/ Craft	Teachers	Total	Upheld				Upheld in Part				Not Upheld				
					APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	
TOTAL (Jan-Mar 2020)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL (Jan-Mar 2019)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

*Resources nil responses are not included in figures

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

APPEALS PANEL

FROM: 1 January 2020 - 31 March 2020

APPEALS PANEL	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
	0	0	0	0	0	2

RECORD OF GRIEVANCES**FROM: 1 January 2020 - 31 March 2020 comparison with 1 January 2019 - 31 March 2019**

GRIEVANCES	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
TOTAL (Jan-Mar 2020)	1	0	0	0	1
TOTAL (Jan-Mar 2019)	2	0	1	0	1

DIGNITY AT WORK**FROM: 1 January 2020 - 31 March 2020 comparison with 1 January 2019 - 31 March 2019**

DIGNITY AT WORK	No of Incidents	No Resolved at Informal Stage	No Resolved at Formal Stage	No of Appeals	Appeals in Process	Still in Process
TOTAL (Jan-Mar 2020)	1	0	0	0	0	1
TOTAL (Jan-Mar 2019)	5	0	5	0	0	0

REFERRALS FOR WORKPLACE MEDIATION**As at March 2020**

WORKPLACE MEDIATION	Jan-20	Feb-20	Mar-20
No of Referrals	0	0	0
*No of Successful Cases	0	0	0
*No of Unsuccessful Cases	0	0	0
No of cases unsuitable for mediation	0	0	0

WORKPLACE MEDIATION	Jan-19	Feb-19	Mar-19
No of Referrals	0	1	1
*No of Successful Cases	0	0	0
*No of Unsuccessful Cases	0	0	0
No of cases unsuitable for mediation	0	0	0

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

ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

EXIT INTERVIEWS (Jan-Mar 2020)

REASONS FOR LEAVING	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
CAREER ADVANCEMENT	2	1	1	2	3	9	25
CHILD CARING / CARING RESPONSIBILITIES	0	1	0	0	2	3	8
MOVING OUTWITH AREA	0	1	0	0	1	2	6
FURTHER EDUCATION	0	0	0	0	1	1	3
POOR RELATIONSHIPS WITH MANAGERS / COLLEAGUES	0	0	0	0	1	1	3
TRAVELLING DIFFICULTIES	0	0	1	0	0	1	3
OTHER	3	8	1	1	6	19	53
NUMBER OF EXIT INTERVIEWS CONDUCTED	5	11	3	3	14	36	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	30	47	10	10	38	135	
% OF LEAVERS INTERVIEWED	17	23	30	30	37	27	

EXIT INTERVIEWS (Jan-Mar 2019)

NUMBER OF EXIT INTERVIEWS CONDUCTED	7	8	5	0	8	28	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	23	46	10	7	31	117	
% OF LEAVERS INTERVIEWED	30	17	50	0	26	24	

* Note these totals include temporary employees

Appendix 13a

January - March 2020	Number of leavers		Replace Employee		Filling on a temp basis		Plan to transfer this budget to another post		End of fixed term post		Leave vacant pending savings or service review	
Resource	Total FTE*	Total H/C**	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C
Community & Enterprise	34.32	68	34.32	68								
Education	49.55	72	49.55	72								
Finance & Corporate	12.36	18	9.16	14			1.00	1			2.20	3
Housing & Technical	20.18	23	20.18	23								
Social Work	51.41	65	51.41	65								
Total	167.82	246	164.62	242	0	0	1.00	1	0	0	2.20	3

April – December 2019	Number of leavers		Replace Employee		Filling on a temp basis		Plan to transfer this budget to another post		End of fixed term post		Leave vacant pending savings or service review	
Resource	Total FTE*	Total H/C**	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C
Community & Enterprise	242.19	371	111.94	217	2.35	4	0	0	109	109	18.9	41
Education	107.33	158	103.56	153	0.64	1	0.13	1	0	0	3	3
Finance & Corporate	48.09	62	28.29	32	0.6	1	0	0	0	0	19.2	29
Housing & Technical	58.84	66	57.15	64	0	0	0.69	1	0	0	1	1
Social Work	209.22	245	207.4	242	0	0	0.88	1	0	0	1.95	2
Total	665.67	902	508.34	708	3.59	6	1.7	3	109	109	44.05	76

Cumulative Grand Total	833.49	1148	672.96	950	3.59	6	2.7	4	109	109	46.25	79
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RECRUITMENT MONITORING
Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 January 2020 - 31 March 2020

Total Number of applications received:	4207
Total Number of Equal Opportunities Monitoring forms received:	4154
Total Number of posts recruited for:	237
Total Number of appointments:	794

Gender / Disability / Age	Applied	Interviewed	Appointed
Total EO Forms Received	4154	1744	750
Total No of Male Applicants	976	368	89
Total No of Female Applicants	3169	1374	658
Total No of Disabled Applicants	194	99	23
Total No of applicants aged under 50	3399	1432	624
Total No of applicants aged over 50	730	300	120
Total No of White applicants	3758	1668	723
Total No of Black/Ethnic minority applicants*	175	64	24

FROM : 1 January 2019 - 31 March 2019

Total Number of applications received:	5550
Total Number of Equal Opportunities Monitoring forms received:	5521
Total Number of posts recruited for:	341
Total Number of appointments:	981

Gender / Disability / Age	Applied	Interviewed	Appointed
Total EO Forms Received	5521	3905	973
Total No of Male Applicants	1613	892	181
Total No of Female Applicants	3797	2310	749
Total No of Disabled Applicants	207	164	29
Total No of applicants aged under 50	1691	987	172
Total No of applicants aged over 50	517	279	64
Total No of White applicants	5203	3204	911
Total No of Black/Ethnic minority applicants*	181	96	16

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

Report

8

Report to: **Finance and Corporate Resources Committee**
 Date of Meeting: **20 May 2020**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Revenue Collection and Approval for Write Offs**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise Committee of Revenue Collection performance for financial year 2019/2020 to 31 March 2020
- ◆ advise Committee of performance in the Business Rates Incentivisation Scheme (BRIS) for financial year 2019/2020 to 31 March 2020
- ◆ seek approval for write offs

2. Recommendation(s)

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

- (1) that performance in the collection of revenue be noted;
- (2) that performance against the BRIS target be noted; and
- (3) that write offs for the following be approved:-

◆ Council Tax	£225,817.39
◆ Sundry Debt	£138,024.77
◆ Housing Rent and associated charges	£211,294.52

3. Background

3.1. Responsibility for the collection of Council Tax, Non Domestic Rates (NDR) and Sundry Debt is the responsibility of Finance and Corporate Resources. This report and the attached appendix provide information on collection performance and proposals for write off.

4. Current Collection Performance

- 4.1. The first table in Appendix 1 presents the collection performance for Council Tax, NDR and Sundry Debts for financial year 2019/2020.
- 4.2. The annual Council Tax collection target for 2019/2020 was set at 95.8%. A Council Tax collection rate of 95.36% was achieved, behind target by 0.44% and behind the comparable performance achieved in 2018/2019 by 0.35%. The lower collection rate is primarily related to the current health crisis and the knock-on effect to the levels of sheriff officer activity, which had a significant impact on the end of year collection drive in March 2020.

- 4.3. Council Tax performance is now reported nationally on a “line by line” basis, which adjusts for the impact of Scottish Water billing and collection. For information, the equivalent level of Council Tax collection for 2019/2020 when Scottish Water debts are removed is 95.86%, behind comparable performance achieved in 2018/2019 by 0.34%.
- 4.4. A Non-Domestic Rates (NDR) collection target of 98.0% was set for 2019/2020. A NDR collection rate of 98.6% was achieved, ahead of target by 0.6% and exceeding comparable performance in 2018/2019 by 0.5%.
- 4.5. An annual collection target of 98.0% was set for Sundry Debt in 2019/2020 and a collection rate of 98.0% was achieved.

5. Arrears Collection Performance

- 5.1. Arrears collection performance for Council Tax, NDR and Sundry Debt is presented in the second table of Appendix 1.
- 5.2. The 2019/2020 arrears annual target for Council Tax was set at £3.500m, with collection of £3.493m, behind target by £0.007m (0.2%).
- 5.3. The 2019/2020 arrears target for NDR was set at £2.800m, with collection of £1.135m, behind target by £1.665m (59.5%). The low arrears collection is directly related to a lower value of additions made to the valuation roll by the Assessor in March 2019.
- 5.4. The 2019/2020 arrears target for Sundry Debt was set at £8.991m, with collection of £8.617m, behind target by £0.374m (4.2%).

6. Business Rates Incentivisation Scheme

- 6.1. The Business Rates Incentivisation Scheme (BRIS) is a Scottish Government initiative to incentivise growth of the local business tax base, with a view to increasing NDR income yields.
- 6.2. The Scottish Government sets annual targets for growth (buoyancy) and Councils who achieve their target retain 50% of the additional income generated.
- 6.3. The final buoyancy target for South Lanarkshire Council in 2019/2020 was set by the Scottish Government at 1.0%. This is a measure of the increase in the total rateable value of the non-domestic properties on the Valuation Roll (including certain categories of public undertakings).
- 6.4. Performance against the BRIS target is monitored closely and reported to Committee on a quarterly basis. Buoyancy for 2019/2020 was 1.76%, an increase of 1.19% when compared to 2018/2019.
- 6.5. The tax base has therefore exceeded the final target by 0.76%, which should result in the securing of additional income under the Scheme of approximately £0.430m in relation to 2019/2020. The Scottish Government will determine the actual amount due.

7. Proposals for Write Off

- 7.1. Approval for write off of the following irrecoverable debts is requested from Committee. The Council has a statutory obligation to write off accounts where the debtor is deceased, sequestrated, in liquidation or the debt is prescribed.

- 7.2. The proposed write off of Council Tax accounts dating from 1993/1994 to 2019/2020 totals £225,817.39, relating mainly to prescribed debt, sequestrations and estates of the deceased.
- 7.3. Following consultation and agreement with Resources, the proposed write off of Sundry Debt totals £138,024.77.
- 7.4. Approval is sought for the write off of former tenant rent arrears of £153,831.79, factoring arrears of £1,483.70 and Housing Benefit Overpayments of £55,979.03.
- 7.5. A full list of all debts proposed for write off is held by the Executive Director (Finance and Corporate Resources).

8. Employee Implications

- 8.1. None.

9. Financial Implications

- 9.1. Provision has been made for the financial impact of all write offs.

10. Climate Change, Sustainability and Environmental Implications

- 10.1. There are no direct climate change, sustainability and natural environment implications arising from this report.

11. Other Implications

- 11.1. The main risk associated with the Council's revenue collection is a failure to monitor collection rates and take effective corrective action where required, resulting in a significant reduction in collection performance and Council funding. The risk is managed through monthly performance reporting and review of performance at monthly Senior Management Meetings.

12. Equalities Impact Assessment and Consultation Arrangements

- 12.1. There is no requirement to carry out an impact assessment in terms of the proposals within this report.
- 12.2. There is no requirement to undertake any consultation in relation to the content of this report.

Paul Manning

Executive Director (Finance and Corporate Resources)

20 May 2020

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent
- ◆ Ambitious, self-aware and improving

Previous References

- ◆ Finance and Corporate Resources Committee - 4 March 2020

List of Background Papers

- ◆ System Reports from Council Tax, Non-Domestic Rates, Sundry Debt and Academy Housing

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
REVENUES COLLECTION
FOR PERIOD ENDING 31 MARCH 2020

	Annual Cash Budget £000's	Budget Target to 31/03/20 £000's	Actual to 31/03/20 £000's	Variance to 31/03/20 £000's		% Variance to annual budget	Notes
FINANCIAL YEAR 2019/2020							
Council Tax	132,829	132,829	132,219	(610)	under	-0.44%	
Non Domestic Rates	339,310	339,310	341,550	2,240	over	0.6%	
Sundry Debt	101,328	101,328	101,295	(33)	-	0.0%	
ARREARS							
Council Tax	3,500	3,500	3,493	(7)	under	-0.2%	
Non Domestic Rates	2,800	2,800	1,135	(1,665)	under	-59.5%	
Sundry Debt	8,991	8,991	8,617	(374)	under	-4.2%	

Report

9

Report to: **Finance and Corporate Resources Committee**
 Date of Meeting: **20 May 2020**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Digital Inclusion Strategy 2020/2023**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise of the outcome of the citizen survey questionnaire - Digital Connectivity 2019
- ◆ request approval of the Digital Inclusion Strategy

2. Recommendation(s)

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

- (1) that the findings of the citizen survey questionnaire - Digital Connectivity 2019, be noted; and
- (2) that the Council's Digital Inclusion Strategy 2020/2023, attached as an appendix to the report, be approved.

3. Background

3.1. Audit Scotland conducted a Best Value Audit at South Lanarkshire Council and published its report on 28 March 2019.

3.2. Auditors reported that their public focus group "identified some concerns related to digital exclusion as more services move online. Research in this area has found that a significant proportion of people who cannot access digital services come from the most deprived and vulnerable groups (referred to as the 'seldom heard' in the council's Community Engagement Framework). Tackling this issue could be helpful in addressing the CPP's objective of 'tackling deprivation, poverty, and inequality'. The council's digital strategy makes no mention of the problem of digital exclusion. Although the council has some arrangements in place to address digital exclusion, there is no overarching strategy and corporate approach to tackling this issue. The council should prepare a digital inclusion strategy to complement its digital strategy."

3.3. The Council agreed with this finding and committed to preparing and publishing a Digital Inclusion Strategy.

4. Approach

4.1. This action was progressed via South Lanarkshire Partnership's Digital Inclusion Sub-group, which comprises representation from Council Resources, NHS Lanarkshire, South Lanarkshire Health and Social Care Partnership, South Lanarkshire Leisure and Culture Trust and a range of 3rd sector partners and is supported by the Council's Community Participation and Empowerment Team (Tackling Poverty Team).

- 4.2. Some desktop research was also undertaken looking at surveys undertaken on the issue by the Office for National Statistics and the results of the Scottish Government's Scottish Household Survey on the use of the internet and this was used to design a citizens' survey on the use of the internet. This was piloted by Community Links with people of lived experience of digital exclusion and this feedback was then used to inform the survey that was undertaken.
- 4.3. The Digital Connectivity 2019 survey was conducted between 5 September and 8 November 2019 and data was gathered in two distinct ways:-
- ◆ face to face interviews conducted by Community Links (3rd sector partners) in Fairhill, Hamilton which is one of the Council's Neighbourhood Planning areas
 - ◆ on-line returns which were input directly by citizens. The survey was publicised on the Council's website and in public-facing council premises such as libraries.
- 4.4. Using both methods provided a rounded view of not only who did/did not use the internet, but also what they used it for, and feedback on how to improve/extend internet use.
- 4.5. Internet usage was also included in the latest Scottish Household Survey (2018) which surveyed 980 individuals across 380 households in South Lanarkshire. The main findings for South Lanarkshire were that:-
- ◆ 88% of households accessed the internet in 2018
 - ◆ 96% accessed it at home
 - ◆ 7.5% used the public library – over twice the Scottish average
 - ◆ a fifth more than in Scotland accessed it and community and voluntary organisations – but only 0.8%
 - ◆ 88.4% used their mobile phone, smartphone or iPhone to access the internet
 - ◆ 22% used their digital TV
 - ◆ 89% said they were confident accessing public services online
 - ◆ only 29% used the internet to look for or apply for jobs
 - ◆ 21% were not confident about online privacy settings and 20% were not able to identify which websites to trust
- 4.6. The results of the 2018 survey show that there remains just under 20% of the population that are not using the internet. Citizens who are not online can be socially excluded and also experience the poverty premium not being equipped to access services and financial benefits online.
- 4.7. The Household Survey also shows that mobile phones are the main way people are accessing the internet but that people in South Lanarkshire do use community internet access significantly more than in Scotland as a whole – this may reflect the investment in internet access through Council libraries and it's funding for Community Link's SELECT projects.
- 4.8. Around a fifth of people still have issues around the internet, especially around security, which is likely to limit their use of the internet and do not therefore see it as a route to employment or training. This should be borne in mind in relation to the Council's recruitment and also employability policies and programmes.

5. 2019 Citizen Survey Results and Findings

- 5.1. There were 329 on-line responses and 171 interview responses, totalling 500.
- 5.2. The responses backed up the findings of the Scottish Household survey and highlighted that the main reasons for non-use of the internet were:-
 - ◆ lack of digital skills
 - ◆ cost of an internet connection
 - ◆ don't have a phone/computer
 - ◆ not interested
 - ◆ family members/friends access the internet on their behalf
 - ◆ poor mobile signal or slow/no bandwidth
 - ◆ too complicated/difficult to use
 - ◆ worried about security
- 5.3. For those respondents who did use the internet, the most popular devices used to access the internet are smartphones, followed by tablets, laptops and smart TVs.
- 5.4. Feedback was obtained on how to improve internet access for local communities. The majority of suggestions were to provide more free wi-fi, improve bandwidth and availability of broadband (including in rural areas), expand free provision of devices (tablets/laptops) in libraries and reduce the cost of internet access.
- 5.5. A wide range of digital abilities was reported along with varying degrees of confidence in carrying out common on-line tasks.
- 5.6. 13.3% of survey respondents indicated that they did not know where to get help with accessing the internet. This was fairly consistent across all age groups.
- 5.7. Older age groups were less confident in carrying out many internet related tasks, including applying for benefits online.
- 5.8. Broadband take-up rates were lowest in most deprived areas and highest in least deprived areas. Usage of internet was also lower in the more deprived areas.
- 5.9. People from more deprived areas were more likely to use a library or community hubs to access the internet. (Note: South Lanarkshire Council currently provides 128 devices for public use in 23 locations. Usage of these devices varies widely across different sites from minimal to heavy use at peak times).
- 5.10. People from the most deprived areas were more likely to agree with the statement that "The Internet has nothing of interest to me".
- 5.11. People from more deprived areas reported lower confidence levels in carrying out on-line tasks including sending emails, applying for jobs and applying for benefits.

6. Digital Inclusion Strategy

- 6.1. The Digital Inclusion Sub-group has analysed the results of the survey and has recommended priority areas to address each of the reasons for digital exclusion.

6.2. The priority areas are grouped into the four main categories:-

- (1) Improve availability – and the speed – of the internet to citizens
- (2) Reduce cost barriers to accessing the internet
- (3) Improve digital skills and confidence – with a focus on key areas to tackle deprivation and poverty – access to employment and training and to address the “poverty premium” paid by not being able to access online deals
- (4) Enhance the Council’s digital services to make it easier for citizens to engage digitally with the Council

6.3. Actions described in the Strategy will be included, monitored and reported as part of the Digital Inclusion Sub-Group action plan.

7. Employee Implications

7.1. Several of the actions arising from the Digital Inclusion Strategy may have training implications for employees who deal directly with citizens. This will be to ensure that they have the appropriate digital skills to support citizens who need assistance with on-line services. In some cases, this training should be made available to partners.

8. Financial Implications

8.1. It is anticipated that costs associated with the Digital Inclusion Strategy will be met from current or planned funding for other programmes, such as the implementation of the Council’s Digital Strategy and Tackling Poverty/ Neighbourhood Planning initiatives.

8.2. A programme to roll out public wi-fi provision was included in the Future Capital Investment Strategy approved by the Executive Committee at its meeting on 21 November 2018. In addition, £150,000 of funding for public wi-fi has been included in a capital bid submission for 2020/2021.

8.3. The possibility of accessing external sources of funding from national initiatives/strategies will be investigated where relevant to Council digital inclusion priorities.

9. Climate Change, Sustainability and Environmental Implications

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

10. Other Implications

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

11. Equality Impact Assessment and Consultation Arrangements

11.1. Equality Impact Assessments will be undertaken as part of implementation of specific aspects of the Digital Inclusion Strategy.

11.2. Consultation has been undertaken as outlined in paragraphs 4 and 5 of the report.

Paul Manning

Executive Director (Finance and Corporate Resources)

28 April 2020

Link(s) to Council Values/Visions/Objectives

- ◆ Improve the quality of life of everyone in South Lanarkshire
- ◆ Focused on people and their needs
- ◆ Working with and respecting others
- ◆ Ambitious, self-aware and improving
- ◆ Fair, open and sustainable
- ◆ Support our communities by tackling disadvantage and deprivation and supporting aspiration

Previous References

- ◆ Executive Committee - 21 November 2018

List of Background Papers

- ◆ SLC Citizen survey questionnaire – Digital Connectivity 2019?
- ◆ SLC Citizen survey findings 2019
- ◆ Office for National Statistics – Internet Access – Households and Individuals 2019
- ◆ Ofcom – Internet Use and Attitudes 2017
- ◆ Scottish Household Survey 2018
- ◆ Audit Scotland Best Value report March 2019 – South Lanarkshire Council
<https://www.audit-scotland.gov.uk/report/best-value-assurance-report-south-lanarkshire-council>

Contact for Further Information

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

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Digital Inclusion Strategy 2020–2023

Introduction by the Chief Executive

Many aspects of our daily life are moving on-line and we are quickly becoming “digital by default”.

South Lanarkshire Council has a digital strategy to introduce digital services to both improve services to residents and reduce costs. These include on-line forms to apply for services, review rent / council tax balances, and pay bills.

As more services go on-line and many citizens self-serve digitally with South Lanarkshire Council, it is important that focus is also given to those who may be digitally excluded.



87% of adults in the UK now use the internet daily for activities such as on-line banking, viewing social media, entertainment and leisure, shopping, accessing government or health services, applying for jobs and information / research.

However, there is a significant number of people who do not or cannot access the internet and therefore do not benefit from on-line opportunities to learn, save money and keep in touch with friends and relatives.

Research also shows that digital exclusion is higher in groups which are most in need of council services, for example elderly citizens and low-income families who may require access benefits.

The South Lanarkshire Digital Inclusion Strategy describes the actions that SLC will take to engage with communities to assist citizens to access digital services, and also how traditional ways to contact us such as telephone and face-to-face will be available where required.

Cleland Sneddon

Chief Executive of South Lanarkshire Council

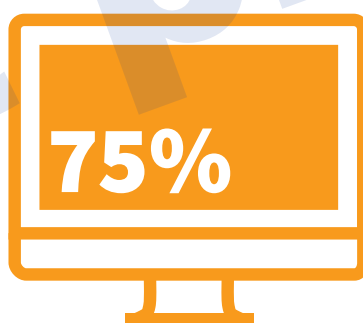
Strategic Context

The South Lanarkshire Council Plan describes a vision of improving the quality of life of everyone in South Lanarkshire.

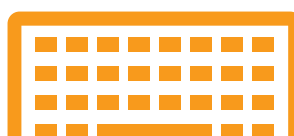
The Council's Digital Strategy aims to support this vision by improving council services, and delivering them more efficiently, through the use of new digital technologies such as the internet, mobile apps and social media.

The Digital Inclusion Strategy is designed to complement the Digital Strategy, to ensure that new methods of delivering council services do not disadvantage sections of society, particularly those groups who are already disadvantaged or vulnerable. Enabling citizens to get online will also significantly assist individuals in many other aspects of their lives, not just accessing council services. The Digital Inclusion Strategy is closely aligned to the council's Tackling Poverty and Neighbourhood Planning programmes.

It builds on initiatives already delivered by the Council and partners. These include citizen testing of on-line services, assistance with on-line forms, and running training sessions to improve digital skills.



75% of homes and businesses in South Lanarkshire have access to broadband



Accessing the Internet

Access to a good internet connection is essential to avoid being digitally excluded.

Ofcom reported in 2018 that 75% of all homes and business premises in South Lanarkshire have access to broadband, the majority of which have broadband speeds greater than 10 Mbps. However there were still a significant number of premises with less than 2 Mbps broadband speed. Lower speeds were more common in rural areas, particularly in parts of Clydesdale.

Analysis of broadband take-up rates shows that the most deprived areas of South Lanarkshire have lower broadband take-up rates (71.3%) than the least deprived areas (84.3%).

During 2019 a citizen survey conducted in the South Lanarkshire Council area identified the following causes of Digital Exclusion:

- lack of digital skills
- cost of an internet connection
- don't have a phone / computer
- not interested
- family members / friends access the internet on their behalf
- poor mobile signal or slow / no bandwidth
- too complicated / difficult to use
- worried about security



SLC Priorities

2020/21 Actions

Based upon the findings of the citizen survey, the following actions have been identified for 2020/21:

Internet access

- Work with partners to improve digital connectivity, including broadband and 4G/5G, across South Lanarkshire
- Provide free public Wi-Fi access in 5 priority sites in Neighbourhood Planning Areas
- Review provision of free-to-use devices in libraries and community facilities to identify gaps

Affordability

- Commence an initiative to provide tablets and broadband for 25 homeless families

Digital Skills

- Conduct training courses for front-line council staff on benefits of digital technologies
- Continue to ensure that all South Lanarkshire pupils have access to a modern digital platform, network and software applications within an appropriate learning environment

Council Services

- Set up telehealth/telecare demonstrator sites to increase awareness of benefits to officers, service users and wider community
- Ensure that relevant council strategies and policies take account of digital inclusion

2020–2023



Delivering the Digital Inclusion Strategy

Each year actions will be identified within each priority area. These will be included and tracked within resource plans across the council.

The SLC Digital Inclusion sub-group will oversee the overall programme of work and conduct further surveys to determine impact of actions.

99% of adults aged 16 to 44 years are using the internet daily

If you need this information in another format or language, please contact us to discuss how we can best meet your needs.
Phone: 0303 123 1015 Email: equalities@southlanarkshire.gov.uk

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Report

10

Report to: **Finance and Corporate Resources Committee**
 Date of Meeting: **20 May 2020**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Notification of Contracts Awarded**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide notification to Committee, in accordance with Standing Orders on Contracts, of contracts awarded by Finance and Corporate Resources during the period 1 October 2019 to 31 March 2020

2. Recommendation(s)

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

- (1) that details of the contracts awarded be noted.

3. Background

3.1. It is a requirement of Clauses 21.8 and 22.5 of the Standing Orders on Contracts that details of the acceptance of all tenders above £50,000 be reported retrospectively to the relevant Committee for noting, other than those under Clause 21.3 where the award is not the lowest in a price only tender, or costs exceed the approved financial provision. In these instances, a report is submitted to the appropriate Committee and subsequent authority to award is granted by that Committee.

4. Contract Awards

4.1. Contracts awarded for the period 1 October 2019 to 31 March 2020, on the basis of lowest offer and/or most economically advantageous offer submitted, is provided at Appendix 1.

5. Employee Implications

5.1. Contracts management, including performance appraisal, will be undertaken by both the main service user and the Procurement Team.

6. Financial Implications

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

7. Climate Change, Sustainability and Environmental Implications

7.1. There are no Climate Change, Sustainability and Environmental Implications arising from the information presented in this report.

8. Other Implications

8.1. There are no direct risks in terms of the information contained in this report.

9. Equality Impact Assessment and Consultation Arrangements

- 9.1. This report does not introduce a new policy, function or strategy nor recommend a change to an existing policy, function or strategy and therefore, no impact assessment is required.
- 9.2. There is also no requirement to undertake any consultation in terms of the information contained in this report.

Paul Manning

Executive Director (Finance and Corporate Resources)

20 April 2020

Link(s) to Council Values/Ambitions/Objectives

- ♦ Value: Accountable, effective, efficient and transparent

Previous References

- ♦ Finance and Corporate Resources Committee – 11 December 2019

List of Background Papers

- ♦ Standing Orders on Contracts

Contact for Further Information

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

Emma Smith, Corporate Procurement and Transactions Manager

Ext: 5329 (Tel: 01698 455329)

E-mail: emma.smith@southlanarkshire.gov.uk

Finance and Corporate Resources

Contracts Awarded by Finance and Corporate Resources over £50,000 in value

Name of Successful Tenderer	Value of Contract Awarded	Date of Award	Brief Description (include period of contract)
Vodafone Limited	£53,205	01/12/19	ICT - PSN Connectivity - PSN Circuit (01/12/19-30/11/22: extension 24 months)
Computacenter (UK) Limited	£2,431,006.90	03/12/19	Desktop and Device Management (01/07/20-30/06/25: no extension)
HP (UK) Limited	£2,812,500	18/12/19	Desktop Client Device Framework (01/01/20-31/12/21: extension 24 months)
Vodafone Limited	£780,654.72	06/02/20	Extension of PSN Connectivity (06/02/20-04/02/22)
Stirling Park	£460,000	12/02/20	Debt Management and Diligence Services (01/04/20-31/03/23: extension 24 months)
Paper Shredding Services Limited	£167,500	31/01/20	Extension to shredding services contract (31/01/20-31/01/22)
Stirling Park	£165,000	26/02/20	Sheriff Officer Services (01/03/20-28/02/23: extension 24 months)
Total Gas and Power Limited	£15,972,890	31/03/20	National Framework Contract for the Supply of Natural Gas (01/04/20-31/03/22: extension 24 months)

Report

11

Report to:	Finance and Corporate Resources Committee
Date of Meeting:	20 May 2020
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Early Retirement, Voluntary Severance and Switch 2
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ advise on early retirements, voluntary severances, re-employment of early retirees and re-deployments during the period 1 October 2019 to 31 March 2020

2. Recommendation(s)

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

- (1) that the early retirements, voluntary severances, re-employment of early retirees, and redeployment of employees on the Switch 2 register during the period 1 October 2019 to 31 March 2020 be noted.

3. Background

3.1. The Council analyses the number of employees being released through early retirement and voluntary severance and all of the associated costs. This forms part of the ongoing monitoring process derived from the Audit Scotland report, "Bye now pay later". This report provides information on the Council's position for the 6 month period 1 October 2019 to 31 March 2020.

4. Current Position

Early Retirements (Efficiency of the Service/Voluntary Redundancy) and Voluntary Severance

- 4.1. During the period, no early retirements on the grounds of efficiency of the service; voluntary redundancy or voluntary severance were granted and this represents a decrease compared to the previous 6 month period.
- 4.2. Voluntary severance is dealt with by way of a discretionary payment that can be granted in situations where an employee is not eligible to retire under the Local Government Pension Scheme regulations due to their age or length of service; is not a member of the Local Government Pension Scheme, or where, in exceptional circumstances, an employee has reached retirement age, and where a severance payment would be more beneficial than the award of Compensatory Added Years.

4.3. Annual Trend Analysis

Annual Period	1/4/14-31/3/15	1/4/15-31/3/16	1/4/16-31/3/17	1/4/17-31/3/18	1/4/18-31/3/19	1/4/19-31/3/20
No. of Early Retirements/Voluntary Severances	35	9	4	12	0	1

- 4.4. The table above shows the annual trend analysis of early exits granted as a result of efficiency of the service; voluntary redundancy or voluntary severance. There has been an increase of 1 compared to the previous year.

5. Early Retirements – Ill Health

- 5.1. In terms of early retirement on the grounds of ill-health, there are no capitalisation costs to the Council. During the 6 month period from 1 October 2019 to 31 March 2020, the following ill-health retirements were approved:

Resource	No. of Early Retirements on ill health grounds
Community and Enterprise/ Education	7
Social Work	9
Total	16

- 5.2. The Local Government Pension Scheme regulations allow for 2 tiers of ill health retirement in situations where the member's ill-health or infirmity of mind or body renders them permanently incapable of discharging efficiently the duties of their current employment. Tier 1 relates to members with no reasonable prospect of obtaining gainful employment before their state pension age. Tier 2 relates to members with a reasonable prospect of obtaining gainful employment before their state pension age.
- 5.3. During the 6 month period, of the 22 requests made, 16 ill health retirements were granted under the provisions of tier 1 and tier 2 of the Local Government Pension Scheme and 6 resulted in no award being granted.

5.4. Annual Trend Analysis

Annual Period	1/4/15-31/3/16	1/4/16-31/3/17	1/4/17-31/3/18	1/4/18-31/3/19	1/4/19-31/3/20
No. of ill-health retirements	12	28	37	46	37

- 5.4.1. During the period 1 April 2019 to 31 March 2020, the number of ill health retirements granted decreased by 9 compared to the previous year. This decrease is due to a reduction in the number of employees with serious medical conditions who meet the criteria for ill health retirement.

6. Re-employment of Early Retirees

- 6.1. The re-employment of those who have been granted early retirement is monitored and approved centrally within Personnel Services, Finance and Corporate Resources. During the 6 month period from 1 October 2019 to 31 March 2020, no requests for re-employment were made and this represents no change when compared to the previous 6 month period.

7. Switch 2

- 7.1. Switch 2 is monitored and approved centrally within Personnel Services, Finance and Corporate Resources. During the 6 month period from 1 October 2019 to 31 March 2020, 21 employees and Modern Apprentices were redeployed to suitable alternative posts within the Council as follows:-

Resource	No. of employees	No. of Modern Apprentices	Total
Community and Enterprise / Education/Social Work*	8	0	8
Finance and Corporate /Housing and Technical*	9	4	13
TOTALS	17	4	21

*In terms of data protection, Resources with fewer than 2 employees have been Merged

7.1.1 This figure is a decrease of 5 compared to the previous 6 month period. Of the 17 employees and 4 Modern Apprentices redeployed within the period, 18 were placed in permanent roles and the remaining 3 in fixed term roles. In line with the Switch 2 policy, those individuals placed on a fixed term basis will continue to be matched to permanent posts as they become available.

7.2. Annual Trend Analysis

Annual Period	1/4/15-31/3/16	1/4/16-31/3/17	1/4/17-31/3/18	1/4/18 - 31/3/19	1/4/19 - 31/3/20
No. of Switch 2 matches	39	113	102	71	47

7.2.1 During the period 1 April 2019 to 31 March 2020, the number of employees re-deployed decreased by 24 compared to the previous year.

8. Flexible Retirement

8.1. The approval of those who have been granted flexible retirement is monitored centrally within Personnel Services, Finance and Corporate Resources. During the 6 month period, 65 requests were approved as detailed below with no cost to the Council.

8.1.1. Included in these figures are phased retirement and winding down applications for Teaching Staff. These are two options which are available to Teachers within the SPPA guidelines and are similar to the LGPS flexible retirement scheme.

Resource	No. of Flexible Retirements	No. of Phased Retirements/ Winding Down
Community and Enterprise	18	
Education	4	4
Finance and Corporate	9	
Housing and Technical	19	
Social Work	11	
Total		65

8.1.2. During the 6 month period, the average age of employees granted flexible retirement was 62 years, which is an increase of 1 year.

8.2. Annual Trend Analysis

Annual Period	1/4/15-31/3/16	1/4/16-31/3/17	1/4/17-31/3/18	1/4/18 - 31/3/19	1/4/19 - 31/3/20
No. of Flexible Retirements	94	118	159	141	159

8.2.1. During the period 1 April 2019 to 31 March 2020, the number of employees granted flexible retirement increased by 18 compared to the previous year.

8.3. Flexible retirement refusals are monitored centrally within Personnel Services, Finance and Corporate Resources. During the period from 1 October 2019 to 31 March 2020, 1 flexible retirement application was refused.

9. Employee Implications

9.1. In respect of those employees refused ill-health retirement, incapability dismissals may have been considered.

10. Financial Implications

10.1. There were no leavers in the period 1 October 2019 to 31 March 2020 for which early retirement/severance costs were incurred.

11. Climate Change, Sustainability and Environmental Implications

11.1. There are no implications for climate change, sustainability and environmental implications.

12. Other Implications

12.1. The early release of employees across the Council must be properly managed to minimise the risk of adversely impacting service levels through the loss of vital skills and experience. In accordance with agreed policies, the redeployment of employees through the Switch 2 process continues to be considered as a matter of priority.

13. Equality Impact Assessment and Consultation Arrangements

13.1. 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.

13.2. All releases were in line with agreed policies and procedures; therefore no further consultation was required.

Paul Manning

Executive Director (Finance and Corporate Resources)

21 April 2020

Link(s) to Council Values, Ambitions, Objectives

- ◆ Excellent Employer
- ◆ Accountable, Effective, Efficient and Transparent

Previous References

- ◆ Finance and Corporate Resources – 11 December 2019

List of Background Papers

- ◆ None

Contact for Further Information

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

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