

Annual Governance Statement 2018-19 – Significant Governance Areas

Quarter 2 update - April 2019 to September 2019

Areas identified in 2018-19	Actions	Quarter 2 Progress	Further information as at the end of Quarter 3
Brexit Impact of the UK leaving the European Union on the council	The potential implications for the council in relation to:- Funding and finance; Workforce and employment; Procurement and trade; Legislation; and Support to local businesses have been considered and the council will continue to closely monitor the situation with contingency arrangements being implemented where required.	The council continues to monitor events closely and prepare for the UK's departure from the EU. Activity continues to take place in key areas such as procurement, people, regulation and resilience planning. In addition, the council is also widening the scope of its activity to include consideration of the support that would be provided to vulnerable communities in the event of a no-deal departure and signposting arrangements for the EU Settlement Scheme.	No further update since Quarter 2.
Best Value Assurance Review Changes to the council's governance and service delivery arrangements to deliver the improvement plan	During 2018-19, the council were subject to a Best Value Assurance Review. The Assurance Report makes recommendations for improvement and the council has developed a plan to deliver these. During 2019-20, the council will begin the process of implementing the improvement plan including working with Partners to deliver the actions that fall within the remit of the Community Planning Partnership.	The BVAR improvement actions agreed by Council on 26 June 2019 are being monitored via detailed actions which are held on the Internal Audit's Figtree System. Progress is monitored monthly and the action plan is due for completion by the end of March 2020. Some actions may have longer-term aspects which will continue beyond this date.	No further update since Quarter 2.
Mid-term review of committee procedural documents Changes to the council's governance arrangements in relation to committee decision	A comprehensive review of the committee procedural documents has commenced. All councillors have been consulted and the process is being overseen by the Standards and Procedures Advisory Forum. The review will be concluded by December 2019.	The Standards and Procedures Advisory Forum has had 4 meetings, commencing in March 2019. Arrangements are being made for a further meeting to allow recommendations to be submitted to the Executive Committee and Council in December 2019.	Progress is being made with the mid-term review of the committee procedural documentation, however, progress has been slightly delayed due to the number of meetings held of the

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making processes and procedures			<p>Standards and Procedures Advisory Forum (SPAF).</p> <p>The last meeting of the SPAF was in December 2019 and a report is being prepared for council in February 2020. The Forum agreed that some of the issues will continue to be discussed with Group Leaders for taking forward at a future point in time.</p>
Participatory Budgeting 1% of the council's budget to be subject to Participatory Budgeting	By 2020-21 all Scottish councils are required to commit 1% of their budget to Participatory Budgeting (with the "council budget" being defined as the council's Total Estimated Expenditure (TEE) less Assumed Council Tax Income both taken from the Government's Finance Settlement). Councillor's awareness sessions have been conducted and a report on Participatory Budgeting was presented to Executive Committee in May 2019. Further update reports will be submitted to committee.	A Members' Awareness Session took place in August 2019. Proposals around the role of Area Committees in Participatory Budgeting is being considered by the Standards and Procedures Advisory Forum.	A further Members Awareness Seminar is being arranged and will take place early 2020.
Financial Challenges Reduction in council funding, resulting in difficulties maintaining front line services	<p>The council faces a challenging situation in the medium to long-term because of reduced funding in real terms, rising costs and an increase in demand.</p> <p>The council has developed a long-term strategy which identifies budget pressures, future risks and uncertainties, and projects budget gaps to 2028-29.</p> <p>The Budget Strategy for 2020-21 will be updated and presented to councillors during autumn 2019.</p>	<p>A report was presented to the Executive Committee in June 2019 on the 2020-21 budget and savings requirements.</p> <p>A Members Seminar is being held on 11 November 2019 in relation to savings, and the Executive Committee will consider a paper on the budget and savings in December 2019.</p>	The setting of the budget is challenging due to uncertainty around the Scottish Government setting its budget and providing the council with a grant settlement.

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<p>GDPR Compliance with the new General Data Protection Regulations (GDPR)</p>	<p>GDPR came into effect on 25 May 2018. The council is progressing its GDPR action plan and has appointed a Data Protection Officer; approved an Information Security Policy; completed an information audit; and delivered internal and external training.</p> <p>The council is currently in the process of developing and implementing a new file plan system to provide a greater level of control over the management of all data held by the council. Stage one was completed December 2018 and Stage Two will be completed during 2019-20.</p> <p>During 2019-20 further actions to ensure compliance with GDPR will be undertaken:- Employee training on "How Data Protection Works"; and replacement of the current Privacy Policy with a Data Protection Policy.</p>	<p>The council has appointed a Data Protection Officer as required by the GDPR/DPA 2018 and incorporated the post into its structures in relation to information governance. An updated Data Protection Policy has been adopted and this will replace the former privacy policy and has reviewed other policies as a result of the changes introduced by that policy.</p> <p>Application forms have been developed that allow data subjects to exercise all of their rights under the GDPR rather than merely the Right of Access. All internal learn online courses have now been updated to reflect the GDPR. Training by external providers has been undertaken in respect of:-</p> <ul style="list-style-type: none"> • The GDPR in general; • The DPA 2018 and law enforcement; and • Conducting Privacy Impact Assessments. <p>Monitoring of any required changes arising from developments in courts, legislation, ICO guidance and Brexit continue.</p> <p>The council continues to progress the implementation of Objective. Phase 2 involves introducing a browser version of the application and the Project Review Board has developed a project implementation plan to take this forward.</p>	<p>In relation to Brexit, the GDPR will become the UK GDPR, but on a practical level there are no changes. All existing policies/ guidance compliant with the GDPR will remain compliant with the UK GDPR.</p>

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<p>Integrated Joint Board – Health and Social Care</p> <p>The council will need to consider the implications from recent national reports and policy changes</p>	<p>The Integrated Joint Board members and other relevant stakeholders will participate in workshops to consider the current position in relation to the recommendations/policy changes, identify gaps and agree areas for improvement.</p> <p>A new Strategic Commissioning Plan 2019-22 has been approved by the IJB.</p> <p>Directions that set out the key actions to be delivered by the council during the year 2019-20 were issued on 31 March 2019.</p>	<p>Prior to all Integration Joint Board meetings, a Development Session is facilitated for IJB members to consider new areas of policy or proposals which are being worked up for approval at future IJB meetings. In all, there are up to 6 Development sessions in any given year.</p> <p>In terms of the development of the new Strategic Commissioning Plan, IJB members were fully involved in this process, with a dedicated Development Session held to consider the draft plan. Members were also invited to all formal consultation and participation events and were given the opportunity to see early drafts of the plan. The new Strategic Commissioning Plan 2019-22 was approved by the IJB on 25 March 2019.</p> <p>In terms of Directions, the IJB approved its Directions for 2019-20 at its Special Meeting on 25 March 2019.</p>	<p>Consideration will be given to adding in a theme regarding Care at Home in light of the recent Improvement Notice we have had from the Care Inspectorate for the service in Hamilton.</p>

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<p>National expansion in early years education and childcare provision</p> <p>The council is likely to face challenges in acquiring the necessary physical assets and staffing levels to meet the commitments by 2020</p>	<p>Strategic and operational plans are in place with key milestones identified in terms of infra-structure, financial, personnel, quality standards, training and recruitment and on consultation with partners and parents identified to deliver 1140 hours of early learning and childcare by August 2020.</p> <p>Regular reporting mechanisms are also in place with updates provided to committee including engagement with partner providers to increase private and third sector partnership.</p>	<p>From August 2019, 47 Nursery Classes and 12 stand-alone nurseries will deliver more than 600 hours and up to 1,140 hours of free early learning and childcare to children and families across the council. Over 2,860 children aged 3 and 4 years (and their families) will benefit from additional funded hours as well as eligible 2 year olds. This is an increase of 45% since last year. On track with capital investment approved by the council to meet infrastructure requirements which will be taken forward through the School Modernisation Programme.</p> <p>On 7 May 2019, the council approved the 'Procured Service Agreement' for funded partners in line with governance arrangements.</p> <p>Progress reports made as follows:</p> <ul style="list-style-type: none"> • 13 February 2019 – Executive Committee • 27 February 2019 – South Lanarkshire Council • 7 May 2019 – Education Resources Committee • 6 August 2019 – Education Resources Committee <p>Regular reporting mechanisms are also in place with updates provided to committee including engagement with partner providers to increase private and third sector partnership.</p>	<p>Review of estimate numbers of children and existing accommodation undertaken. Requirements of major extensions and new builds identified and approved at the Executive Committee.</p> <p>350 FTE additional staff employed to date.</p> <p>A key principle of the workstream continues to focus on "grow our own" workforce which, so far, has resulted in 75 Modern Apprentices. In addition, a further 12 have been recruited in August 2019. 18 have successfully completed the recognised qualification and have been matched to early years' workers post.</p> <p>Elected members have been briefed on the current status at Area Committee meetings which were held during Nov-Dec 2019.</p>

		<p>In summary: That the implementation of the Early Learning and Childcare expansion programme for all 3 and 4 year olds and eligible 2 year olds by 2020 and the plan to consult on the admissions policy for 2020 has been actioned; that approval of the Procured Service Agreement for funded providers has been actioned; that the participation in the Scottish Government pilot for Graduate Apprentices in conjunction with University West of Scotland, has been actioned.</p>	
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<p>Welfare Reform Impact of Welfare Reform on council services</p>	<p>Regular update reports on Welfare Reform are provided to the Senior Management Team (SMT), committee and the Community Planning Partnership (CPP) Board to ensure effective partnership working. During the year, a Welfare Reform Workshop was held with Partners and Third Sector Organisations. As a result, the Welfare Reform information provided to the SMT and the CPP Board and the membership of the Welfare Reform Group is being reviewed.</p> <p>During 2019-20, the council will be looking at the structures and services used to support those affected by Welfare Reform.</p>	<p>The membership of the Welfare Reform Group has been expanded to include representation from the Scottish Social Security Agency and Citizen's Advice Bureau.</p> <p>A Communications Sub-Group has also been established and it is anticipated that this will allow a greater focus on identifying and communicating consistent key messages to ensure the council is maximising awareness and uptake of benefits and entitlements, safeguarding peoples' benefits and mitigating impacts wherever possible.</p> <p>An updated terms of reference for both groups has been drafted.</p> <p>In September, a revised Welfare Reform update was provided to the CPP Board that included a wide range of welfare related data from various council services and other organisations. This data will be used to further inform the understanding of the impact of welfare reform on people and the organisations that provide support to those affected. The revised report will be provided to the CPP Board on a six monthly basis.</p>	<p>No further update since Quarter 2.</p>

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<p>Child Poverty The council's contribution to meeting the national child poverty reduction targets as set out in the Child Poverty (Scotland) Act 2018 and the requirement to undertake new activity and a new approach to tackling child poverty.</p>	<p>A Child Poverty Lead Officer Group was established to draft the first Child Poverty Action Report. The council, NHS Lanarkshire and South Lanarkshire Community Planning Partners have developed the first report for publication by 30 June 2019.</p> <p>Work is underway to deliver the Partnership's Child Poverty Action Plan for 2019-20. Feedback on the Local Action Reports will be provided by the new Poverty and Inequality Commission during 2019-20.</p>	<p>South Lanarkshire's first Local Child Poverty Action Report (LCPAR) was published in June 2019 ahead of the deadline. Feedback from the Scottish Government and the Poverty and Inequality Commission is expected by the end of the year and recent guidance suggests this will not take the form of individualised reports for each area. They and the National Child Poverty Leads are more likely to provide reports highlighting good practice and also where further improvement is required, enabling local partnerships to assess their own reports against these. We are currently reviewing other areas reports to compare against our own and identify areas/actions that we can progress locally.</p> <p>Work has been ongoing since publication in June to engage families with a lived experience of poverty in discussion with a range of partnership staff to gain their views of the report and where we could do more or better. Feedback to date has been positive and helpful and we will continue to engage with families as we move to publish the next LCPAR (2020-21).</p> <p>We also shared daily emails with council and partner staff during Challenge Poverty Week in October 2019 to raise awareness of Child Poverty, the LCPAR and reinforce that all staff can contribute</p>	<p>The LCPAR was an integral part of the recent cycle of children's services partnership multi-agency locality events. Around 240 staff from across the partners benefited from an input on the context and progress of the LCPAR and contributed to workshops designed to identify areas for improvement and additionality. Extensive feedback from the activity has been collected and will be presented to the Child Poverty Lead Officer Group for analysis and development.</p> <p>This will help inform the step change activity required for year two of the LCPAR.</p>

		<p>to our local efforts. In addition, there are ongoing presentations to staff groups.</p> <p>Progress against the plan will be reported at Q2.</p>	
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