

## COMMUNITY AND ENTERPRISE RESOURCES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 22 January 2019

**Chair:**

Councillor John Anderson

**Councillors Present:**

Councillor Alex Allison (*substitute for Councillor Lynne Nailon*), Councillor John Anderson, Councillor Stephanie Callaghan (*substitute for Councillor Hugh Macdonald*), Councillor Maureen Chalmers, Councillor Gerry Convery, Councillor Margaret Cooper, Councillor Peter Craig, Councillor Mary Donnelly (*substitute for Councillor Graeme Horne*), Councillor Isobel Dorman, Councillor Joe Fagan, Councillor George Greenshields, Councillor Mark Horsham (*substitute for Councillor Collette Stevenson*), Councillor Ann Le Blond, Councillor Monique McAdams, Councillor Kenny McCreary, Councillor Mark McGeever, Councillor Davie McLachlan, Councillor Mo Razzaq, Councillor Graham Scott, Councillor Margaret B Walker, Councillor Jared Wark, Councillor David Watson, Councillor Josh Wilson

**Councillors' Apologies:**

Councillor Graeme Horne, Councillor Martin Lennon, Councillor Hugh Macdonald, Councillor Ian McAllan, Councillor Lynne Nailon, Councillor John Ross, Councillor Collette Stevenson

**Attending:**

**Community and Enterprise Resources**

M McGlynn, Executive Director; S Clelland, Head of Fleet and Environmental Services; P Elliott, Head of Planning and Economic Development; H Gourichon, Policy Officer, Food Development; G Mackay, Head of Roads and Transportation Services; A McKinnon, Head of Facilities, Waste and Ground Services

**Finance and Corporate Resources**

N Docherty, Administration Assistant; L Harvey, Finance Manager; H Lawson, Legal Services Manager; J McDonald, Administration Adviser; E McPake, Human Resources Business Partner; L O'Hagan, Finance Manager (Strategy)

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### Opening Remarks

Councillor Convery referred to the death of a Community and Enterprise Resources' colleague and, as a mark of respect, a minute's silence was observed.

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### 1 Declaration of Interests

No interests were declared.

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### 2 Minutes of Previous Meeting

The minutes of the meeting of the Community and Enterprise Resources Committee held on 30 October 2018 were submitted for approval as a correct record.

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

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### **3 Community and Enterprise Resources - Revenue Budget Monitoring 2018/2019**

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A joint report dated 27 December 2018 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted comparing actual expenditure at 9 November 2018 against budgeted expenditure for 2018/2019 for Community and Enterprise Resources.

Details were provided on proposed budget virements in respect of Community and Enterprise Resources to realign budgets.

Councillor Allison requested an update in relation to:-

- ◆ the costs associated with a food safety case
- ◆ the current position at South Lanarkshire Leisure and Culture

In response, the Executive Director (Community and Enterprise Resources) provided an update on both matters.

#### **The Committee decided:**

- (1) that the underspend on the Community and Enterprise Resources' revenue budget of £0.300 million and the forecast to 31 March 2019 of a breakeven position be noted; and
- (2) that the budget virements, as detailed in Appendices B to F of the report, be approved.

*[Reference: Minutes of 30 October 2018 (Paragraph 3)]*

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### **4 Community and Enterprise Resources - Capital Budget Monitoring 2018/2019**

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A joint report dated 20 December 2018 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted advising of progress on the Community and Enterprise Resources' capital programme 2018/2019 and summarising the expenditure position at 9 November 2018.

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

*[Reference: Minutes of 30 October 2018 (Paragraph 4)]*

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### **5 Community and Enterprise Resources - Workforce Monitoring – September to November 2018**

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A joint report dated 12 December 2018 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the following employee information for Community and Enterprise Resources for the period September to November 2018:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers
- ◆ Staffing Watch as at 8 September 2018

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

*[Reference: Minutes of 30 October 2018 (Paragraph 5)]*

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## **6 Community and Enterprise Resource Plan 2018/2019 – Quarter 2 Progress Report**

A report dated 5 November 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the Community and Enterprise Resource Plan 2018/2019 in relation to the actions and measures within the Resource.

Details were provided on progress made at the end of quarter 2, covering the period 1 April to 30 September 2018, in implementing the actions and measures identified in the Resource Plan.

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

*[Reference: Minutes of the Executive Committee of 26 September 2018 (Paragraph 9)]*

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## **7 Centenary Fields Site Nomination**

A report dated 27 December 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the Council's participation in the Centenary Fields programme.

The Council had been approached by Centenary Fields, which was launched in 2014 by Fields in Trust President, The Duke of Cambridge, who worked in partnership with Poppyscotland and the Royal British Legion. Fields in Trust was a British charity which protected parks and green spaces and promoted the cause for accessible spaces for play, sports and recreation in British cities and towns.

The charity aimed to protect at least one green space in every local authority area across England, Wales, Scotland and Northern Ireland to commemorate the centenary of World War 1 (WW1).

Sites, which met the criteria and had links to WW1, had been identified at Crawfordjohn Play Area and Law Recreation Ground, as detailed in the appendices to the report. It was proposed that both sites be nominated to Centenary Fields for consideration for participation in the Centenary Fields programme.

**The Committee decided:**

- (1) that the sites at Crawfordjohn Play Area and Law Recreation Ground, as detailed in the appendices to the report, be nominated to Centenary Fields for participation in the Centenary Fields programme; and
- (2) that a report be submitted to a future meeting of the Committee advising on the outcome of the evaluation of the nominated sites.

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## **8 Proposal for a Food Strategy 2019 to 2024**

A report dated 27 December 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the development of a Food Strategy for the period 2019 to 2024.

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

It was proposed that a Food Strategy for 2019 to 2024 be developed which would include a vision for a sustainable food system for the Council, its partners and its communities. The Strategy would detail the approach to address food related challenges, needs and demands and represented a commitment to address food poverty and food related health issues and to ensure the sustainability of the food system.

**The Committee decided:** that the proposed plan for the development of a Food Strategy for 2019 to 2024, as detailed in the report, be approved.

*[Reference: Minutes of 22 May 2018 (Paragraph 11)]*

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## **9 Allotments and Management Rules Update**

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A report dated 27 December 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the development of further food growing opportunities within South Lanarkshire, including allotment provision and associated rules, regulations and charges.

The Community Empowerment (Scotland) Act 2015 had introduced new rights and responsibilities for local authorities in relation to the provision of allotments and food growing opportunities. Part 9 of the Act placed statutory obligations on local authorities in relation to the provision of allotments which required local authorities to develop allotment site regulations.

To meet the requirements of Part 9 of the Act, revised allotment site rules and regulations, as detailed in Appendix 1 to the report, had been developed which would be implemented with effect from January 2019 to existing and any new allotment sites. In addition, a charging structure had been developed, as detailed in Appendix 2 to the report, which would be implemented with immediate effect to any new allotment sites. Charges for current allotment plot holders at Allers, East Kilbride and Richmond, Rutherglen would be increased in line with the Council's Charging Policy.

**The Committee decided:**

- (1) that the development of food growing opportunities, including the provision of allotments, within South Lanarkshire be noted;
- (2) that the revised allotment site rules and regulations, as detailed in Appendix 1 to the report, be approved; and
- (3) that the charging structure for allotments, as detailed in Appendix 2 to the report, be approved.

*[Reference: Minutes of 21 August 2018 (Paragraph 19)]*

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## **10 Renewal of the Council Fairtrade Zone Status**

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A report dated 9 January 2019 by the Executive Director (Community and Enterprise Resources) was submitted on a proposal to renew the Council's Fairtrade Zone status.

Fairtrade was an alternative approach to conventional trade between developing and developed countries to promote responsible trade. The principles of Fairtrade included:-

- ◆ payment of a fair price to producers as well as a premium to improve their social, economic and environmental conditions
- ◆ transparent commercial relationships
- ◆ good working conditions
- ◆ no child labour, no forced labour and no discrimination, including gender equity
- ◆ conservation and preservation of the environment

The Council had continued to demonstrate its commitment to Fairtrade by using Fairtrade products in many of its catering outlets and school catering facilities and supporting other towns to achieve Fairtrade status. However, the Council's Fairtrade Zone status had expired and it was proposed that an application be submitted to the Fairtrade Foundation to renew the status on the basis of the criteria detailed in the report.

### **The Committee decided:**

- (1) that the submission of an application to the Fairtrade Foundation to renew the Council's Fairtrade Zone status, as detailed in the report, be approved; and
- (2) that a report be submitted to a future meeting of the Committee on the outcome of the application.

*[Reference: Minutes of 21 August 2018 (Paragraph 9)]*

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## **11 Public Convenience Comfort Scheme Pilot**

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A report dated 27 December 2018 by the Executive Director (Community and Enterprise Resources) was submitted on a proposed Public Convenience Comfort Scheme pilot.

A Public Convenience Comfort Scheme involved a local business providing public access to its toilet facilities at no cost, regardless of whether the person was a customer or not. In exchange, the business would receive an annual payment from the Council for doing so.

To evaluate the potential benefit and local interest in the provision of local public conveniences, it was proposed that a Public Convenience Comfort Scheme be piloted in Lanark for a 12 month period.

Councillor Cooper requested clarification on the selection of Lanark to participate in the Public Convenience Comfort Scheme pilot. She suggested that participation in the Scheme be extended to other towns in consultation with Community Councils and Community Groups.

Following discussion, Councillor Cooper, seconded by Councillor Greenshields, moved as an amendment that a report be submitted to the next meeting of the Committee outlining how the Scheme could be extended to other towns and how businesses and communities could become involved in the Scheme.

In response, the Executive Director (Community and Enterprise Resources) advised that, to allow initial consideration of the pilot Scheme, it would perhaps be more appropriate to submit a report to the Committee following the summer recess.

Having heard the explanation by the Executive Director (Community and Enterprise Resources), Councillor Cooper withdrew her amendment. Councillor Greenshields concurred with this.

**The Committee decided:**

- (1) that a Public Convenience Comfort Scheme be piloted in Lanark for a 12 month period and a report on the outcome from the pilot be submitted to a future meeting of the Committee; and
- (2) that a report detailing how other towns, businesses and communities could become involved in the Public Convenience Comfort Scheme be submitted to a meeting of the Committee following the summer recess period.

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## **12 Parking Demand Management Review (PDMR)**

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A report dated 23 December 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the Parking Demand Management Review (PDMR).

Parking demand management measures were complex, sensitive and challenging and, to meet the demands, differing approaches were in place throughout the South Lanarkshire area. It was considered appropriate to undertake a review of parking demand management on a phased basis as follows:-

- ◆ Phase 1 – Hamilton Town Centre and surrounding area
- ◆ Phase 2 – East Kilbride Town Centre and surrounding area
- ◆ Phase 3 – Lanark, Cambuslang, Rutherglen, Strathaven, Blantyre, Larkhall, Biggar and Carluke

The inclusion of Hamilton Town Centre in Phase 1 of the review reflected the commitment within the Hamilton Town Centre Plan to review parking management. The review would consider:-

- ◆ the principles of car park charges as a demand management tool
- ◆ appropriate level of charging
- ◆ extent of on-street, off-street public parking and Residents' Parking Permit Zones
- ◆ preferential parking initiatives
- ◆ comparison of neighbouring/similar town centres across Scotland
- ◆ consistency across public/private sector
- ◆ impact of parking charges on the economic vitality of a town
- ◆ innovation/technology opportunities
- ◆ consultation/view from businesses, traders and residents

It was proposed that external consultants be commissioned to undertake Phase 1 of the review of Parking Demand Management, as detailed in the report.

The estimated costs associated with the first phase of the review of £30,000 were subject to approval by the Finance and Corporate Resources Committee.

Discussion took place in relation to parking and Councillor Razzaq referred to the parking situation at Station Road, Blantyre. In response, the Head of Roads and Transportation Services explained that this would be considered within the Review of Residents' Parking Zones.

Councillor Anderson, seconded by Councillor Dorman, moved that the recommendation in the report be approved. Councillor Convery, seconded by Councillor Razzaq, moved as an amendment that options to address residential parking pressures at Station Road, Blantyre be considered as part of the Phase 1 review of Parking Demand Management.

On a vote being taken by a show of hands, 15 members voted for the amendment. Having noted that this was a majority of those present, the Chair declared the amendment carried.

**The Committee decided:**

- (1) that the Phase 1 review of Parking Demand Management, as detailed in the report, be approved, in principle, subject to the funding being approved by the Finance and Corporate Resources Committee; and
- (2) that the options to address residential parking pressures at Station Road, Blantyre be considered as part of the Phase 1 review of Parking Demand Management.

*[Reference: Minutes of 21 August 2018 (Paragraph 13)]*

*Councillor Watson left the meeting during this item of business*

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### **13 East Kilbride Taskforce – Update and Financial Support**

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A report dated 31 December 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the recruitment of a Project Development Manager to deliver the objectives of the East Kilbride Taskforce.

It was proposed that the recruitment of a post of Project Development Manager for a fixed period of 2 years be progressed by appropriate members of the Taskforce on the basis of the following commitment by partner organisations:-

- ◆ Lanarkshire Enterprises Services Limited would be the employing organisation for the Project Development Manager and provide necessary support
- ◆ the provision of £30,000 per annum by Scottish Enterprise towards the costs of the post
- ◆ the provision of £20,000 per annum by South Lanarkshire College and an office base within the College

In addition, the Council would provide funding of £30,000 per annum for a 2 year period and funding would be sought from Zero Waste Scotland and Scottish Power Electricity Network.

Councillor Convery requested clarification of the membership of the East Kilbride Taskforce. In response, the Chair provided confirmation of the membership.

Councillor Anderson, seconded by Councillor Dorman, moved that the recommendations in the report be approved. Councillor Convery, seconded by Councillor Fagan, moved as an amendment that consideration be given to the membership of the East Kilbride Taskforce being extended to include representation from an East Kilbride Labour Group Councillor.

On a vote being taken by a show of hands, 18 members voted for the amendment. Having noted that this was a majority of those present, the Chair declared the amendment carried.

**The Committee decided:**

- (1) that the recruitment of a Project Development Manager, on the terms and conditions detailed in the report, to deliver the objectives of the East Kilbride Taskforce, be approved; and
- (2) that consideration be given to the membership of the East Kilbride Taskforce being extended to include representation from an East Kilbride Labour Group Councillor.

*Councillors McLachlan and Wilson left the meeting during this item of business*

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#### **14 New Enterprise Agency for South of Scotland – South of Scotland Enterprise Bill**

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A report dated 3 January 2019 by the Executive Director (Community and Enterprise Resources) was submitted on the Scottish Government's consultation on the establishment of a South of Scotland Enterprise Agency (SOSE).

The Scottish Government had made a commitment that an Enterprise Agency for the South of Scotland be established to drive the economy forward with growth that created opportunities for all and, in that respect, had issued a consultation document seeking views from local authorities in relation to the South of Scotland Enterprise Bill.

Responses to the consultation were to be submitted to the Scottish Government by 7 January 2019 and the Council's response to the consultation, as detailed in the report, had been submitted to the Scottish Government by the deadline, subject to Committee approval.

**The Committee decided:** that the Council's response to the Scottish Government's consultation on the South of Scotland Enterprise Bill, as detailed in the report, be approved.

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#### **15 Update on the Community and Enterprise Resources' Risk Register and Risk Control Action Plan**

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A report dated 27 December 2018 by the Executive Director (Community and Enterprise Resources) was submitted on:-

- ◆ systems and controls in place within Community and Enterprise Resources to control and minimise risks
- ◆ details of Community and Enterprise Resources' current Risk Control Register

The Resource had followed Council guidance in developing, monitoring and updating its Risk Control Register on an ongoing basis. The Register had been developed to ensure that the Resource was fully aware of the main risks that it had, was able to prioritise those risks and had controls in place to eliminate or minimise the impact of the risk.

The risks were scored in accordance with the Council's scoring mechanism which scored risks based on likelihood and impact of risk. This resulted in risks being scored between 1 to 9 (low to high). Risks were scored on their inherent risk (risk if nothing was done) and their residual risk (risk after applying controls).

The Risk Register for the Resource had been developed and was monitored on a quarterly basis to add new risks and to review the score of existing risks. The Register was maintained within Internal Audit and updated by designated officers within Community and Enterprise Resources.

Details of all risks which had scored 7 to 9 were provided in the appendix to the report.

**The Committee decided:** that the systems and controls in place to monitor risks within Community and Enterprise Resources be noted.

*[Reference: Minutes of 12 December 2017 (Paragraph 14)]*

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## **16 Community and Enterprise Resources – Notification of Contracts Awarded – 1 April to 30 September 2018**

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A report dated 30 November 2018 by the Executive Director (Community and Enterprise Resources) was submitted on contracts awarded by Community and Enterprise Resources in the period 1 April to 30 September 2018.

In terms of Standing Order Nos 21.8 and 22.5 of the Standing Orders on Contracts, Resources were required to notify the relevant Committee of contracts awarded. Details of the contracts awarded by Community and Enterprise Resources were provided in the appendices to the report.

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

*[Reference: Minutes of 22 May 2018 (Paragraph 15)]*

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## **17 Urgent Business**

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There were no items of urgent business.