



Council Offices, Almada Street
Hamilton, ML3 0AA

Tuesday, 28 January 2020

Dear Councillor

Housing and Technical Resources Committee

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

Date: Wednesday, 05 February 2020

Time: 10:00

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

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

Yours sincerely

Cleland Sneddon
Chief Executive

Members

Josh Wilson (Chair), Stephanie Callaghan (Depute Chair), John Ross (ex officio), Robert Brown, Archie Buchanan, Jackie Burns, Janine Calikes, Graeme Campbell, Andy Carmichael, Maureen Chalmers, Gerry Convery, Poppy Corbett, Maureen Devlin, Allan Falconer, Grant Ferguson, Alistair Fulton, Geri Gray, George Greenshields, Eric Holford, Martin Lennon, Eileen Logan, Colin McGavigan, Mo Razzaq, David Shearer, Collette Stevenson, Jared Wark

Substitutes

Alex Allison, Walter Brogan, Margaret Cooper, Mary Donnelly, Isobel Dorman, Fiona Dryburgh, Mark Horsham, Martin Grant Hose, Ann Le Blond, Hugh Macdonald, Catherine McClymont, Richard Nelson, Bert Thomson, Margaret B Walker

BUSINESS

1 Declaration of Interests

- 2 Minutes of Previous Meeting** 5 - 16
Minutes of the meeting of the Housing and Technical Resources Committee held on 13 November 2019 submitted for approval as a correct record. (Copy attached)

Monitoring Item(s)

- 3 Capital Budget Monitoring 2019/2020 - Housing and Technical Resources (excl HRA)** 17 - 20
Joint report dated 15 January 2020 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)
- 4 Capital Budget Monitoring 2019/2020 - Housing and Technical Resources (HRA)** 21 - 24
Joint report dated 15 January 2020 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)
- 5 Revenue Budget Monitoring 2019/2020 - Housing and Technical Resources (excl HRA)** 25 - 30
Joint report dated 31 December 2019 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)
- 6 Revenue Budget Monitoring 2019/2020 - Housing and Technical Resources (HRA)** 31 - 34
Joint report dated 31 December 2019 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)
- 7 Housing and Technical Resources – Workforce Monitoring – October and November 2019** 35 - 40
Joint report dated 31 December 2019 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)

Item(s) for Decision

- 8 Housing Revenue and Capital Account Budget 2020/2021** 41 - 48
Joint report dated 8 January 2020 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)
- 9 South Lanarkshire Council Gypsy/Traveller Pitch Allocation Policy Review** 49 - 62
Report dated 16 January 2020 by the Executive Director (Housing and Technical Resources). (Copy attached)
- 10 South Lanarkshire Rapid Rehousing Transition Plan - Funding Allocation and Staffing Resources** 63 - 66
Joint report dated 18 December 2019 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)

11 Empty Homes in South Lanarkshire	67 - 72
Joint report dated 18 December 2019 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)	
12 Policy and Strategy Review Schedule	73 - 76
Report dated 18 December 2019 by the Executive Director (Housing and Technical Resources). (Copy attached)	
13 Re-design of Out of Hours Emergency Repairs Service	77 - 84
Joint report dated 7 January 2020 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)	
14 2 King Street, Larkhall - Lease to Larkhall Christians Together on Concessionary Terms	85 - 88
Report dated 23 December 2019 by the Executive Director (Housing and Technical Resources). (Copy attached)	
15 Acquisition of 13 St Vincent Place, Lanark	89 - 92
Report dated 6 November 2019 by the Executive Director (Housing and Technical Resources). (Copy attached)	
16 Disposal of land at Eaglesham Road, Jackton	93 - 96
Report dated 17 January 2020 by the Executive director (Housing and Technical Resources). (Copy attached)	
17 Proposed Lease of Ground at Seven Locations with associated Servitude Rights of Access	97 - 100
Report dated 10 January 2020 by the Executive Director (Housing and Technical Resources). (Copy attached)	

Item(s) for Noting

18 Notification of Contracts Awarded - 1 August - 31 December 2019	101 - 110
Report dated 31 December 2019 by the Executive Director (Housing and Technical Resources). (Copy attached)	

Urgent Business

- | |
|---|
| 19 Urgent Business |
| Any other items of business which the Chair decides are urgent. |

For further information, please contact:-

Clerk Name: Carol Lyon

Clerk Telephone: 01698 455652

Clerk Email: carol.lyon@southlanarkshire.gov.uk

HOUSING AND TECHNICAL RESOURCES COMMITTEE

2

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 13 November 2019

Chair:

Councillor Josh Wilson

Councillors Present:

Councillor Walter Brogan (*substitute for Councillor Mo Razzaq*), Councillor Robert Brown, Councillor Archie Buchanan, Councillor Jackie Burns, Councillor Janine Calikes, Councillor Stephanie Callaghan (Depute), Councillor Graeme Campbell, Councillor Andy Carmichael, Councillor Maureen Chalmers, Councillor Gerry Convery, Councillor Poppy Corbett, Councillor Maureen Devlin, Councillor Allan Falconer, Councillor Grant Ferguson, Councillor Alistair Fulton, Councillor Geri Gray, Councillor George Greenshields, Councillor Eric Holford, Councillor Eileen Logan, Councillor Catherine McClymont (*substitute for Councillor Martin Lennon*), Councillor Colin McGavigan, Councillor David Shearer, Councillor Collette Stevenson, Councillor Jared Wark

Councillors' Apologies:

Councillor Martin Lennon, Councillor Mo Razzaq, Councillor John Ross (ex officio)

Attending:

Finance and Corporate Resources

J Burke, Administration Assistant; M M Cairns, Legal Services Manager; H Goodwin, Finance Manager (Resources); C Lyon, Administration Officer; M Milne, Human Resources Business Partner; L O'Hagan, Finance Manager (Strategy)

Housing and Technical Resources

D Lowe, Executive Director; A Finnan, Head of Housing Services; J Forbes, Property Manager; F McCafferty, Head of Property Services

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Housing and Technical Resources Committee held on 4 September 2019 were submitted for approval as a correct record.

The Chair referred to Agenda Item 13 of the previous minutes in relation to the Redesign of the Out of Hours Emergency Repairs Service and advised that, while there was not a follow up report on this agenda, a constructive meeting had taken place to consider progress to date and a further meeting would take place on 16 December 2019.

In response to a specific question raised, the Executive Director (Housing and Technical Resources) clarified the position in relation to the title of the report.

The Committee decided:

- (1) that the minutes be approved as a correct record; and
- (2) that the position on the Redesign of the Out of Hours Emergency Repairs Service be noted.

3 Capital Budget Monitoring 2019/2020 - Housing and Technical Resources (excl HRA)

A joint report dated 23 October 2019 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted advising of progress on the capital programme for Housing and Technical Resources (excl HRA) for the period 1 April to 13 September 2019.

The Committee decided: that Housing and Technical Resources' capital programme (excl HRA) of £7.310 million and expenditure to 13 September 2019 of £0.881 million be noted.

[Reference: Minutes of 4 September 2019 (Paragraph 3)]

4 Capital Budget Monitoring 2019/2020 - Housing and Technical Resources (HRA)

A joint report dated 3 October 2019 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted advising of progress on the capital programme for Housing and Technical Resources (HRA) for the period 1 April to 13 September 2019.

The Committee decided: that Housing and Technical Resources' capital programme (HRA) of £61.835 million and expenditure to 13 September 2019 of £18.936 million be noted.

[Reference: Minutes of 4 September 2019 (Paragraph 4)]

5 Revenue Budget Monitoring 2018/2019 - Housing and Technical Resources (excl HRA)

A joint report dated 19 September 2019 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted comparing actual expenditure at 13 September 2019 against budgeted expenditure for Housing and Technical Resources' revenue budget (excl HRA), together with a forecast for the year to 31 March 2020.

Following the probable outturn exercise, the financial forecast for the revenue budget to 31 March 2020 was a breakeven position.

The Committee decided:

- (1) that the breakeven position on Housing and Technical Resources' revenue budget (excl HRA), 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 proposed budget virements be approved.

[Reference: Minutes of 5 June 2019 (Paragraph 5)]

6 Revenue Budget Monitoring 2019/2020 - Housing and Technical Resources (excl HRA)

A joint report dated 20 September 2019 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted comparing actual expenditure at 13 September 2019 against budgeted expenditure for Housing and Technical Resources' revenue budget (excl HRA), together with a forecast for the year to 31 March 2020.

Following the probable outturn exercise, the financial forecast for the revenue budget to 31 March 2020 was a breakeven position.

The Committee decided:

- (1) that the breakeven position on Housing and Technical Resources' revenue budget (excl HRA), 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 proposed budget virements be approved.

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

7 Housing and Technical Resources – Workforce Monitoring – July to September 2019

A joint report dated 14 October 2019 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted on the following employee information for Housing and Technical Resources for the period July to September 2019:-

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

The Committee decided: that the report be noted.

[Reference: Minutes of 4 September 2019 (Paragraph 9)]

8 Housing and Technical Resource Plan – Quarter 2 Progress Report 2019/2020

A report dated 7 October 2019 by the Executive Director (Housing and Technical Resources) was submitted on the Housing and Technical Resource Plan for 2019/2020.

Details were provided on progress made at the end of quarter 2, covering the period 1 April to 30 September 2019, in implementing the priority projects identified in the Resource Plan.

The Committee decided: that the report be noted.

[Reference: Minutes of the Executive Committee of 25 September 2019 (Paragraph 7)]

9 Acquisition of Land for Park and Ride Facility at Bridge Street, Cambuslang

A report dated 2 October 2019 by the Executive Director (Housing and Technical Resources) was submitted on the acquisition of land at Bridge Street, Cambuslang, extending to 2.4 acres or thereby, for the development of a park and ride facility to serve Cambuslang station.

The Community and Enterprise Resources Committee had approved the South Lanarkshire Park and Ride Strategy at its meeting on 30 October 2018. The Strategy identified the growth in rail patronage within South Lanarkshire and the requirement for improved and additional park and ride car parking spaces adjacent to Network Rail stations.

Cambuslang station had been identified within the Strategy as a high priority location for additional park and ride spaces. Roads and Transportation Services had determined that vacant land to the north of Cambuslang station entrance at Bridge Street, Cambuslang would be suitable for a new facility, providing an additional 260 spaces.

The land was in the ownership of Forrest Developments Limited, who had been actively marketing the site for a range of uses including residential, retail or commercial, which were all compatible with planning policy for the area. A price of £700,000 had been provisionally agreed with Forrest Developments Limited which reflected the alternative uses for the land. The site was mainly level, vacant and had direct access to the adopted road.

In terms of the Park and Ride Strategy, a funding grant for the acquisition costs of £800,000 had been secured from Strathclyde Partnership for Transport. Funding could include all related aspects necessary to conclude the land purchase.

The principal terms and conditions for the acquisition were detailed in the report.

The Committee decided:

- (1) that the site at Bridge Street, Cambuslang, extending to 2.4 acres or thereby, be acquired from Forrest Developments Limited for the sum of £700,000, exclusive of VAT, and in terms of principal conditions outlined in Section 4 of the report; and
- (2) that the Executive Director (Housing and Technical Resources), in consultation with the Head of Administration and Legal Services, be authorised to conclude all matters in respect of the acquisition and enter into the necessary legal agreements on terms which were in the best interests of the Council.

[Reference: Minutes of the Community and Enterprise Resources Committee of 30 October 2018 (Paragraph 11)]

10 Domestic Dwelling Houses Within Carstairs Junction – Surplus to Housing Requirements

A report dated 7 October 2019 by the Executive Director (Housing and Technical Resources) was submitted requesting approval to declare the domestic dwellings at 1, 3 and 5 Allison Place, Carstairs Junction, surplus to the operational requirements of Housing Services.

Previous reports to this Committee in September 2015 and January 2017 had proposed a range of recommendations to address sustainability issues within the rural villages of Clydesdale North and South. The recommendations approved were aimed at consolidating and promoting the future sustainability of the Council housing stock in those areas and included selective demolition of properties where an oversupply of housing had been identified and where those properties were a blight on the local community.

This Committee had also approved proposals to consider diversification and ownership initiatives of non-core rented stock.

An oversupply of housing had been identified within the village of Carstairs Junction and, following Committee approval in 2015, selected demolitions had taken place. Those demolitions had been completed prior to the major investment works which were ongoing to the retained stock within the village at Allison Street, Pettinain Road and King Street.

In addition to those properties already demolished, the 4 in a block property at 1 to 7 Allison Place, Carstairs Junction comprised 3 Council owned flats and one privately owned flat. The Council owned properties had been vacant for 5 years and were deemed to be surplus to operational requirements. The one residential owner at 7 Allison Place did not wish to voluntarily sell his property to the Council.

To support other actions to promote sustainability in Carstairs Junction, it was proposed that the option to sell the 3 vacant flats within block 1 to 7 Allison Place be explored. All of the properties required a degree of investment and modernisation but were in a marketable condition. It was proposed that the properties be declared surplus to Housing Services' requirements and that the Estates Service be instructed to place the properties on the open market. Any sale would be conditional on receiving the required consent from the Scottish Government within the terms of Sections 12 and 14 of the Housing (Scotland) Act 1987.

It was noted that a lower offer in comparison to the market value would still be of benefit to the Council rather than the continued rent loss. This approach could have wider benefits to the community and sustainment of local communities.

The properties would remain on the open market until a suitable offer was received. In the meantime, should demand for Council housing change within these villages, there remained the option to no longer consider them as surplus and to let them accordingly.

The Committee decided:

- (1) that the 3 properties at 1, 3 and 5 Allison Place, Carstairs Junction be declared surplus to the operational requirements of Housing Services; and
- (2) that the Executive Director (Housing and Technical Resources), in consultation with the Head of Administration and Legal Services, be authorised to place those properties on the open market for sale as residential properties.

[Reference: Minutes of 18 January 2017 (Paragraph 10)]

11 South Lanarkshire Council's Strategic Housing Investment Plan 2020 to 2025

A report dated 7 October 2019 by the Executive Director (Housing and Technical Resources) was submitted on:-

- ♦ progress in delivering affordable housing through the Strategic Local Programme Agreement (SLPA) during 2018/2019
- ♦ the updated Strategic Housing Investment Plan (SHIP) for the 5 year period from 2020 to 2025

The SHIP was a key part of the Local Housing Strategy (LHS) which linked the strategic priorities and outcomes in the LHS to a strategic plan to deliver new affordable housing which, in turn, guided the allocation of available Scottish Government investment funding to meet those priorities and outcomes.

The Council's LHS 'Affordable Homes; Sustainable Places', covering the 5 year period from 2017 to 2022, was approved by the Executive Committee on 30 August 2017. It included a housing supply target for 1,500 additional affordable homes over that period.

Working in consultation with Registered Social Landlord (RSL) partners and the Scottish Government, good progress had been made by the Council and RSLs in delivering development priorities to the financial year end in March 2019 in respect of the SLPA .

A total of 445 additional homes for social rent were delivered across South Lanarkshire, including:-

- ◆ 252 housing association homes
- ◆ 132 new build Council houses
- ◆ 61 Council homes purchased through the Open Market Purchase Scheme

225 of the units were for general needs and 220 of the units were for particular needs. A summary of the completed units was provided in Appendix 1 to the report.

Work continued on the Home+ Programme to ensure the target of 1,000 additional homes was achieved by March 2021. A summary of the 502 additional homes either under construction, completed or acquired to date was provided in Appendix 2 to the report.

A copy of the SHIP and associated table of priority sites was attached as Appendix 3 to the report. It had been updated in line with the Scottish Government's guidance for the preparation of SHIPs, available at the time of preparation.

The SHIP included projects with a total capacity for delivering up to 3,141 homes in South Lanarkshire over its lifespan, including 2,931 new build and 210 open market purchase properties. The actual output would be subject to a detailed development assessment of the viability of each identified site as well as the level of grant funding which was available for the period to 2025.

The SHIP had been submitted to the Scottish Government on 25 October 2019 pending Committee approval, to be collated into a national programme for Ministerial approval and, thereafter, the SLPAs would be signed off with each local authority.

The Committee decided:

- (1) that the progress made in increasing the supply of affordable housing through the Strategic Housing Investment Programme Agreement be noted; and
- (2) that the content of the Strategic Housing Investment Plan 2020 to 2025, as set out in Appendix 3 to the report, be approved.

[Reference: Minutes of 22 August 2018 (Paragraph 9) and Minutes of the Executive Committee of 30 August 2017 (Paragraph 10)]

12 Update on Welfare Reform Legislative Changes

A report dated 7 October 2019 by the Executive Director (Housing and Technical Resources) was submitted on the key aspects of the Welfare Reform Programme on landlord and homelessness services.

An update was provided on the following:-

- ◆ Universal Credit (UC)
- ◆ under occupancy provisions
- ◆ benefit cap

The wider roll out of the UC full service model had been completed across the UK in December 2018.

The process of moving the remaining legacy benefit and tax credit claimants onto UC, previously known as “Managed Migration”, was now termed “moving to UC”. A pilot scheme, which involved up to 10,000 people, commenced in July 2019 in Harrogate. The pilot had been based on asking claimants to opt to move to UC voluntarily during work-focused interview at job centres. On that basis, it was likely that, initially, there would be small number of claimants moved to UC. The UK Government had confirmed that it still anticipated full rollout of UC by 2023.

Other changes came into effect from 15 May 2019 for couples in receipt of Pension Credit. Where one partner was aged above Pension Credit age and the other person was aged under, they would no longer be able to make a new claim for Pension Credit, instead they would have to claim UC. “Mixed age couples” on Pension Credit could continue to remain on Pension Credit so long as they continued to satisfy the qualifying conditions.

From October 2019, the maximum rate at which deductions could be made from UC had been reduced from 40% to 30% of the standard UC allowance. In addition, the period over which advances could be recovered would be extended from 12 to 16 months from October 2021.

The Committee decided:

- (1) that the update on the impact of the key aspects of the Welfare Reform Programme be noted; and
- (2) that the ongoing management and service arrangements be noted.

[Reference: Minutes of 20 March 2019 (Paragraph 17)]

13 Annual Report on the Charter (ARC) 2018/2019

A report dated 7 October 2019 by the Executive Director (Housing and Technical Resources) was submitted on the Scottish Social Housing Charter 2018/2019.

The Charter contained 32 contextual indicators, 25 of which related to both councils and Registered Social Landlords (RSLs), with the remaining 7 only applying to RSLs. In line with the requirements set out by the Scottish Housing Regulator (SHR), Housing and Technical Resources had submitted its 2018/2019 performance information on 30 May 2019.

Nationally, the SHR had published a report at the end of August 2019 which covered 18 of the indicators, detailing the position across all 193 social housing landlords in Scotland. Appendix 1 to the report set out the 18 indicators and, where appropriate, provided a comparison with both the Scottish average and other Scottish local authority landlords.

A report had been presented to this Committee on 4 September 2019 which provided an update on the outcome of the SHR review of the regulatory framework for housing and homelessness services. This included changes to the Charter indicators which would come into effect at the end of 2019/2020.

As part of the Charter requirements, the Council was required to publish a more detailed annual report on its performance by the end of October 2019. Tenants on the Tenants' Participation Co-ordination Group (TPCG) had been involved in the development of the Council's report on performance, which would be included in the 'Housing News' and published on the Council's website.

The Committee decided:

- (1) that the Council's performance and associated contextual information in relation to the Scottish Social Housing Charter and comparisons with other landlords, as detailed in Appendix 1 to the report, be noted; and
- (2) that the future use of the Charter for ongoing scrutiny by the Scottish Housing Regulator (SHR), tenants and other service users be noted.

[Reference: Minutes of 4 September 2019 (Paragraph 16) and 31 October 2018 (Paragraph 13)]

14 Annual Report on Mainstreaming Equality and Diversity within Housing and Technical Resources

A report dated 23 October 2019 by the Executive Director (Housing and Technical Resources) was submitted on progress achieved in relation to mainstreaming Equality and Diversity within Housing and Technical Resources during 2018/2019 together with key action areas identified for 2019/2020.

A number of actions from Housing and Technical Resources' Service and Resource Plans were initially aligned to the equality outcomes. Progress made on those actions had been monitored by the Resource Equality and Diversity Co-ordinating Group.

During 2018/2019, the Resource had completed a total of 8 Equality Impact Assessments (EIAs) in respect of the:-

- ◆ Housing Allocation Policy
- ◆ South Lanarkshire Rapid Rehousing Transition Plan
- ◆ Local Letting Initiatives (x6)

The key achievements and areas of progress for Housing and Technical Resources for 2018/2019 were detailed in the report.

The Resource Equality and Diversity Monitoring Report aligned the new Equality Outcomes and would continue to drive the progress in relation to mainstreaming equalities across Housing and Technical Resources. Key principles to be achieved in 2019/2020 included:-

- ◆ continuing to implement EIAs and Fairer Scotland Duty assessments across all new and revised policies and strategies
- ◆ in response to revised Local Housing Strategy guidance, a plan for cross tenure wheelchair accessible housing targets to become an integral part of future Local Housing Strategies
- ◆ continuing to work with the Health and Social Care Partnership to support the objectives of the Housing Contribution Statement and the wider national health and wellbeing outcomes
- ◆ plans to develop a revised sheltered housing needs assessment with the aim of ensuring that those applicants most in need of the sheltered housing support service would be prioritised

- ◆ continuing to engage with Gypsy/Travellers on matters which affected the Gypsy/Traveller community and raise awareness of the Gypsy/Traveller culture through continued staff development sessions
- ◆ working with the South Lanarkshire Homelessness Strategy Group and engaging with those who had lived experience of homelessness to support the implementation of year 1 of the Rapid Rehousing Transition Plan

The Committee decided: that the report be noted.

[Reference: Minutes of 7 March 2018 (Paragraph 9)]

15 Housing Services' Customer Involvement Strategy 2018 to 2022 Annual Review 2018/2019

A report dated 7 October 2019 by the Executive Director (Housing and Technical Resources) was submitted on the first annual review of the Council's Housing Services' Customer Involvement Strategy 2018 to 2022.

The Council's Housing Services' Customer Involvement Strategy 2018 to 2022 had been approved by this Committee at its meeting on 23 May 2018.

This was the fourth Strategy developed in partnership with the Tenant Participation Co-ordination Group. It outlined how Housing Services would continue to engage with, and involve, customers in shaping the services provided.

It focused on the following 4 strategic outcomes:-

- ◆ customers would be informed and knowledgeable
- ◆ more customers would be involved
- ◆ customers would help to drive continuous service improvement
- ◆ customers would help to shape change and make a difference

Those outcomes included a total of 23 objectives and subsequent actions that would outline how Housing Services and its partners would aim to achieve each of them. The annual review had identified that progress had been made on 18 out of the 23 objectives across the 4 strategic outcomes.

Key achievements for 2018/2019 were highlighted in the report along with priority areas for progression over 2019/2020. The full report was attached as Appendix 1 to the report.

The Committee decided: that the report be noted.

[Reference: Minutes of 23 May 2018 (Paragraph 9)]

16 Update of the Housing and Technical Resources' Risk Register and Risk Control Plan

A report dated 30 September 2019 by the Executive Director (Housing and Technical Resources) was submitted on:-

- ◆ systems and controls in place within Housing and Technical Resources to control and minimise risks
- ◆ details of Housing and Technical 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 appropriate 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 the likelihood and impact of the 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 monitored on a quarterly basis to add new risks and review the scores of existing risks. The register was maintained and updated by the Resource Risk Management Group.

Details of 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 Housing and Technical Resources be noted.

[Reference: Minutes of 23 January 2019 (Paragraph 15)]

17 Delegated Authority Report - Update

A report dated 4 October 2019 by the Executive Director (Housing and Technical Resources) was submitted on the level of transactions processed by Property Services during the period 1 April to 30 September 2019.

The Executive Director (Housing and Technical Resources), under delegated powers, had authority to deal with various transactions including:-

- ◆ leases up to the value of £50,000 per annum and a maximum period of 20 years
- ◆ rent reviews up to an increase of £20,000 per annum
- ◆ disposals up to a value of £200,000
- ◆ acquisitions up to a value of £100,000

Details of the transactions undertaken during quarters 1 and 2, 1 April to 30 September 2019, were as follows:-

Quarter 1:

Number of transactions	61
Total value of lease transactions	£84,815 per annum
Total value of capital transactions	£1,206,909

Quarter 2:

Number of transactions	55
Total value of lease transactions	£115,559 per annum
Total value of capital transactions	£1,503,214

The Committee decided: that the transactions processed by delegated authority during the period 1 April to 30 September 2019, together with the year end summary, be noted.

[Reference: Minutes of 5 June 2019 (Paragraph 14)]

18 Urgent Business

There were no items of urgent business.

Report

3

Report to: **Housing and Technical Resources Committee**
 Date of Meeting: **5 February 2020**
 Report by: **Executive Director (Finance and Corporate Resources)**
Executive Director (Housing and Technical Resources)

Subject: **Capital Budget Monitoring 2019/2020 - Housing and Technical Resources (excl HRA)**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide information on the progress of the capital programme for Housing and Technical Resources (excl HRA) for the period 1 April to 6 December 2019

2. Recommendation(s)

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

- (1) that the Housing and Technical Resources (excl HRA) capital programme of £7.310 million, and expenditure to date of £1.376 million be noted.

3. Background

- 3.1. This is the third capital monitoring report presented to the Housing and Technical Resources Committee for the financial year 2019/2020. Further reports will follow throughout the year.
- 3.2. The budget reflects the approved programme for the year (Executive Committee, 29 May 2019). It also includes 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 Housing and Technical Resources in Appendix A.

4. Employee Implications

4.1. None.

5. Financial Implications

5.1. The total capital programme for Housing and Technical Resources (excl HRA) for 2019/2020 is £7.310 million.

5.2. 2019/2020 Outturn

Work has been ongoing to monitor the predicted spend position for this financial year and current estimates from Property Services suggest an outturn of £6 million. This is an underspend of £1.3 million and mainly reflects the anticipated timing of spend on a number of projects within multi-year programmes including Essential

Services Accommodation, Prioritised Urgent Investment and Springhall Regeneration Project (Existing Cathkin Library Building). Funding for these projects will carry forward into next financial year.

5.3. 2019/2020 Monitoring

Anticipated spend to date was £1.906 million, and £1.376 million has been spent. This represents a position of £0.530 million behind profile and this relates to the aforementioned comments in 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.

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 was also no requirement to undertake any consultation in terms of the information contained in this report.

Paul Manning

Executive Director (Finance and Corporate Resources)

Daniel Lowe

Executive Director (Housing and Technical Resources)

15 January 2020

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent

Previous References

- ◆ Executive Committee, 29 May 2019
- ◆ Housing and Technical Resources Committee, 13 November 2019

List of Background Papers

- ◆ Financial ledger to 6 December 2019

Contact for Further Information

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

Lorraine O'Hagan, Finance Manager (Strategy)

Ext: 2601 (Tel: 01698 452601)

E-mail: lorraine.o'hagan@southlanarkshire.gov.uk

South Lanarkshire Council
Capital Expenditure 2019-2020
Housing and Technical Resources Programme (excl HRA)
For Period 1 April 2019 – 6 December 2019

<u>Housing and Technical Resources (excl HRA)</u>	Base Budget £000	Budget Adjustments £000	Slippage £000	Total Budget £000	Budget to Date £000	Actual Expenditure £000
Office Accommodation	8,830	(2,921)	0	5,909	1,534	1,065
Private Housing Scheme of Assistance	1,000	(1,000)	0	0	0	0
Other Housing	550	851		1,401	372	311
TOTAL	10,380	(3,070)	0	7,310	1,906	1,376

Report

4

Report to: **Housing and Technical Resources Committee**
 Date of Meeting: **5 February 2020**
 Report by: **Executive Director (Finance and Corporate Resources)**
Executive Director (Housing and Technical Resources)

Subject: **Capital Budget Monitoring 2019/2020 - Housing and Technical Resources (HRA)**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide information on the progress of the capital programme for Housing and Technical Resources (HRA) for the period 1 April to 6 December 2019

2. Recommendation(s)

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

- (1) that the Housing and Technical Resources (HRA) capital programme of £61.835 million, and expenditure of £28.218 million be noted.

3. Background

- 3.1. This is the third capital monitoring report presented to the Housing and Technical Resources Committee for the financial year 2019/20.
- 3.2. The budget reflects the approved programme for the year, as approved at Executive Committee on 29 May 2019.
- 3.3. The report details the financial position for Housing and Technical Resources (HRA) on Appendix A.

4. Employee Implications

4.1. None.

5. Financial Implications

5.1. The Housing Capital programme for 2019/2020 totals £61.835 million and is detailed along with the funding sources at Appendix A to this report.

5.2. 2019/2020 Probable Outturn

In terms of the Housing Capital Programme, current estimates from Housing and Technical Resources suggest an outturn of £58.471 million. This is an underspend of £3.364 million and relates to the timing of spend, resulting in budget required in 2020/2021 rather than in 2019/2020.

5.3. 2019/2020 Monitoring

Anticipated spend to 6 December 2019 was £28.296 million and £28.218 million has been spent. This represents expenditure of £0.078 million behind profile and reflects the timing of spend across a number of projects.

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.

8. Equality Impact Assessment and Consultation Arrangements

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

Paul Manning

Executive Director (Finance and Corporate Resources)

Daniel Lowe

Executive Director (Housing and Technical Resources)

15 January 2020

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent

Previous References

- ◆ Executive Committee, 29 January 2020
- ◆ Housing and Technical Committee, 13 November 2019

List of Background Papers

- ◆ Financial ledger to 6 December 2019

Contact for Further Information

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

Hazel Goodwin, Finance Manager (Resources)

Ext: 2699 (Tel: 01698 452699)

E-mail: hazel.goodwin@southlanarkshire.gov.uk

	£m	£m
Anticipated Capital Expenditure 2019/20		61.835
Estimated Financing Position 2019/20		
Capital Receipts – Land Sales	0.000	
Capital Financed From Current Revenue	20.589	
Prudential Borrowing	28.715	
Specific Grant – Scottish Government New Council Houses	10.611	
Specific Grant – Scottish Government Buy Backs	1.800	
Specific Grant – Scottish Government Mortgage to Rent	0.120	
Other Income	0.000	
		<u>61.835</u>
Actual Expenditure to 6 December 2019		28.218
Actual Financing Position to 6 December 2019		
Capital Receipts – Land Sales	0.027	
Capital Financed From Current Revenue	20.589	
Prudential Borrowing	2.888	
Specific Grant – Scottish Government New Council Houses	3.457	
Specific Grant – Scottish Government Buy Backs	0.930	
Specific Grant – Scottish Government Mortgage to Rent	0.327	
Other Income	0.000	
		<u>28.218</u>

Report

5

Report to: **Housing and Technical Resources Committee**
 Date of Meeting: **5 February 2019**
 Report by: **Executive Director (Finance and Corporate Resources)**
Executive Director (Housing and Technical Resources)

Subject: **Revenue Budget Monitoring 2019/2020 - Housing and Technical Resources (excl HRA)**

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 to 6 December 2019 for Housing and Technical Resources (excl HRA)
- ♦ 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 breakeven position on Housing and Technical Resources (excl HRA) revenue budget, as detailed in Appendix A of the report, and the financial forecast to 31 March 2020 of a breakeven position, be noted; and
- (2) that the proposed budget virements be approved.

3. Background

- 3.1. This is the third revenue budget monitoring report presented to the Housing and Technical Resources Committee for the financial year 2019/2020.
- 3.2. The Resource has completed its formal probable outturn exercise for the year. This exercise identifies the expected spend to the 31 March 2020. Details are included in section 5.
- 3.3. The report details the financial position for Housing and Technical Resources (excl HRA) on Appendix A, and then details the individual services in Appendices B and C.

4. Employee Implications

4.1. None.

5. Financial Implications

- 5.1. **Probable Outturn:** Following the Council's formal Probable Outturn exercise, the Resource position before any transfers to reserves is an underspend of £0.253 million. The financial forecast for the revenue budget to 31 March 2020 is a breakeven position after transfers to reserves of £0.253 million.

- 5.2. The underspend within Housing Services is within the Homelessness budget. This is due to the timing of the Rapid Rehousing Transition Planning (RRTP) funding roll out. An allocation of £0.566 million has been made for 2019/2020, however, due to the timing of the allocation and the resultant implementation profile an underspend of £0.147 million is forecast. In addition, due to the temporary accommodation stock profile and good income collection within the Homelessness service, an underspend of £0.106 million is forecast and it is proposed to transfer these sums to reserves to fund future investment in the Homelessness service.
- 5.3. As at 6 December 2019, there is an underspend of £0.135 million against the phased budget before any transfers to reserves. The financial forecast for the revenue budget to 6 December 2019 is a breakeven position after transfers to reserves of £0.135 million.
- 5.4. Virements are proposed to realign budgets. These movements have been detailed in the appendices to this report.
- 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 this report.

Paul Manning
Executive Director (Finance and Corporate Resources)

Daniel Lowe
Executive Director (Housing and Technical Resources)

31 December 2019

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent

Previous References

- ◆ None

List of Background Papers

- ◆ Financial ledger and budget monitoring results to 6 December 2019

Contact for Further Information

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

Hazel Goodwin, Finance Manager

Ext: 2699 (Tel: 01698 452699)

E-mail: Hazel.Goodwin@southlanarkshire.gov.uk

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 6 December 2019 (No.9)

Housing and Technical Resources Summary (excl HRA)

Budget Category	Annual Budget £000	Forecast for Year BEFORE Transfers £000	Annual Forecast Variance BEFORE Transfers £000	Annual Forecast Variance AFTER Transfers £000	Budget Proportion 06/12/19 £000	Actual 06/12/19 £000	Variance 06/12/19 £000		% Variance 06/12/19	Note
Employee Costs	42,099	41,894	205	165	27,789	27,667	122	under	0.4%	
Property Costs	19,835	19,861	(26)	(112)	14,420	14,301	119	under	0.8%	
Supplies & Services	14,078	13,494	584	584	7,385	7,004	381	under	5.2%	
Transport & Plant	4,602	4,070	532	532	2,442	2,238	204	under	8.4%	
Administration Costs	3,787	3,800	(13)	(13)	2,122	2,148	(26)	over	(1.2%)	
Payments to Other Bodies	8,295	8,266	29	29	5,308	5,300	8	under	0.2%	
Payments to Contractors	18,924	17,804	1,120	1,099	8,979	7,974	1,005	under	11.2%	
Transfer Payments	0	0	0	0	0	0	0	-	0.0%	
Financing Charges	154	142	12	12	93	110	(17)	over	(18.3%)	
Total Controllable Exp.	111,774	109,331	2,443	2,296	68,538	66,742	1,796	under	2.6%	
Total Controllable Inc.	(94,688)	(92,498)	(2,190)	(2,296)	(55,722)	(54,061)	(1,661)	under recovered	(3.0%)	
Net Controllable Exp.	17,086	16,833	253	0	12,816	12,681	135	under	(1.1%)	
Transfer to Reserves (as at 06/12/19)	0	253	(253)	0	0	135	(135)	under recovered		
Position After Transfers to Reserves (as at 06/12/19)	17,086	17,086	0	0	12,816	12,816	0	-	0.0%	

Variance Explanations

Variances are shown in Appendix B and C as appropriate.

Budget Virements

Virements are shown in Appendix B and C as appropriate.

Year End Transfers to Reserves

Year End Transfers to Reserves are shown in Appendix B and C as appropriate.

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 6 December 2019 (No.9)

Housing Services

Budget Category	Annual Budget £000	Forecast for Year BEFORE Transfers £000	Annual Forecast Variance BEFORE Transfers £000	Annual Forecast Variance AFTER Transfers £000	Budget Proportion 06/12/19 £000	Actual 06/12/19 £000	Variance 06/12/19 £000		% Variance 06/12/19	Note
Employee Costs	2,711	2,615	96	56	1,791	1,761	30	under	1.7%	a
Property Costs	5,376	4,920	456	370	3,844	3,596	248	under	6.5%	1
Supplies & Services	155	164	(9)	(9)	97	102	(5)	over	(5.2%)	
Transport & Plant	122	78	44	44	79	48	31	under	39.2%	
Administration Costs	160	154	6	6	20	25	(5)	over	(25.0%)	
Payments to Other Bodies	3,713	3,674	39	39	2,331	2,311	20	under	0.9%	a
Payments to Contractors	2,918	2,863	55	34	1,331	1,294	37	under	2.8%	
Transfer Payments	0	0	0	0	0	0	0	-	0.0%	
Financing Charges	10	11	(1)	(1)	8	10	(2)	over	(25.0%)	
Total Controllable Exp.	15,165	14,479	686	539	9,501	9,147	354	under	3.7%	
Total Controllable Inc.	(6,650)	(6,283)	(367)	(473)	(3,969)	(3,779)	(190)	under recovered	(4.8%)	2
Net Controllable Exp.	8,515	8,196	319	66	5,532	5,368	164	under	(3.0%)	
Transfer to Reserves (as at 06/12/19)	0	253	(253)	0		135	(135)	under recovered		i, ii
Position After Transfers to Reserves (as at 06/12/19)	8,515	8,449	66	66	5,532	5,503	29	under	(0.5%)	

Variance Explanations

1. This underspend in Property costs relates to the change in profile of temporary accommodation and income collection rates ahead of forecast.
2. The under recovery in rental income is due to the timing of properties becoming available for use as Homeless lets.

Budget Virements

- a. Realignment to reflect alterations to reporting structures. Net Effect £0.000m: Employee Costs £0.093m and Payments to Other Bodies (£0.093m).

Year End Transfers to Reserves £0.253m

- i. General Homelessness Reserves Transfer. £0.106m.
- ii. Rapid Re-Housing Transition Plan Reserves Transfer. £0.147m.

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 6 December 2019 (No.9)

Property Services

Budget Category	Annual Budget £000	Forecast for Year BEFORE Transfers £000	Annual Forecast Variance BEFORE Transfers £000	Annual Forecast Variance AFTER Transfers £000	Budget Proportion 06/12/19 £000	Actual 06/12/19 £000	Variance 06/12/19 £000		% Variance 06/12/19	Note
Employee Costs	39,388	39,279	109	109	25,998	25,906	92	under	0.4%	1, a
Property Costs	14,459	14,941	(482)	(482)	10,576	10,705	(129)	over	(1.2%)	2, b
Supplies & Services	13,923	13,330	593	593	7,288	6,902	386	under	5.3%	3, c
Transport & Plant	4,480	3,992	488	488	2,363	2,190	173	under	7.3%	4
Administration Costs	3,627	3,646	(19)	(19)	2,102	2,123	(21)	over	(1.0%)	d
Payments to Other Bodies	4,582	4,592	(10)	(10)	2,977	2,989	(12)	over	(0.4%)	
Payments to Contractors	16,006	14,941	1,065	1,065	7,648	6,680	968	under	12.7%	5
Transfer Payments	0	0	0	0	0	0	0	-	0.0%	
Financing Charges	144	131	13	13	85	100	(15)	over	(17.6%)	
Total Controllable Exp.	96,609	94,852	1,757	1,757	59,037	57,595	1,442	under	2.4%	
Total Controllable Inc.	(88,038)	(86,215)	(1,823)	(1,823)	(51,753)	(50,282)	(1,471)	under recovered	(2.8%)	6
Net Controllable Exp.	8,571	8,637	(66)	(66)	7,284	7,313	(29)	over	0.4%	
Transfer to Reserves (as at 06/12/19)	0	0	0	0			0	-		
Position After Transfers to Reserves (as at 06/12/19)	8,571	8,637	(66)	(66)	7,284	7,313	(29)	over	0.4%	

Variance Explanations

1. The variance in Employee Costs relates to vacancies which are actively being recruited, or being held whilst service requirements are determined.
2. Estates bad debt provision is forecast to be higher than budget due to the level of bad debts being experienced in shopping centre leases.
3. The level of materials required varies depending on the current workload demands and timing of works on a wide variety of capital and revenue works.
4. The level of plant and scaffolding varies depending on the current workload demands and timing of works on a wide variety of capital and revenue works.
5. The underspend reflects the level of contractor payments which varies depending on current workload demands and timing of works on a wide variety of capital and revenue works. This is partially offset by the requirement to purchase external professional services within the Projects team, to meet current service demands.
6. The level of income recovered varies depending on the current workload and timing for the recovery of income on a wide variety of major capital projects.

Budget Virements

- a. Additional Superannuation due to increased uptake levels. Net Effect £0.246m: Employee Costs £0.246m.
- b. Additional Rates liability due to revised rates poundage. Net Effect £0.048m: Property Costs £0.048m.
- c. Transfer of adaptations budget from Social Work Resources. Net Effect £0.500m: Supplies & Services £0.500m.

Report

6

Report to: **Housing and Technical Resources Committee**
 Date of Meeting: **5 February 2020**
 Report by: **Executive Director (Finance and Corporate Resources)**
Executive Director (Housing and Technical Resources)

Subject: **Revenue Budget Monitoring 2019/2020 - Housing and Technical Resources (HRA)**

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 to 6 December 2019 for Housing and Technical Resources (HRA)
- ◆ 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 breakeven position on Housing and Technical Resources' (HRA) revenue budget, as detailed in Appendix A of the report, and the forecast to 31 March 2020 of a breakeven position, be noted; and
- (2) that the proposed budget virements be approved.

3. Background

3.1. This is the third revenue budget monitoring report presented to the Housing and Technical Resources Committee for the financial year 2019/2020.

3.2. The report details the financial position for Housing and Technical Resources (HRA) on Appendix A.

4. Employee Implications

4.1. None.

5. Financial Implications

5.1. As at 6 December 2019, there is a breakeven position against the phased budget. The forecast for the budget to 31 March 2020 is also a breakeven position.

5.2. Virements are proposed to realign budgets. These movements have been detailed in the appendix to this report.

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 this report.

Paul Manning

Executive Director (Finance and Corporate Resources)

Daniel Lowe

Executive Director (Housing and Technical Resources)

31 December 2019

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent

Previous References

- ◆ None.

List of Background Papers

- ◆ Financial ledger and budget monitoring results to 6 December 2019

Contact for Further Information

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

Hazel Goodwin, Finance Manager

Ext: 2699 (Tel: 01698 452699)

E-mail: Hazel.Goodwin@southlanarkshire.gov.uk

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 6 December 2019 (No.9)

Housing Revenue Account

Budget Category	Annual Budget £000	Forecast for Year £000	Annual Forecast Variance £000	Budget Proportion 06/12/19 £000	Actual 06/12/19 £000	Variance 06/12/19 £000		% Variance 06/12/19	Note
Employee Costs	13,526	12,785	741	8,982	8,543	439	under	4.9%	1, a
Property Costs	44,604	44,435	169	29,352	29,242	110	under	0.4%	2
Supplies & Services	1,475	1,475	0	633	632	1	under	0.2%	b
Transport & Plant	195	195	0	103	102	1	under	1.0%	
Administration Costs	5,702	5,656	46	409	391	18	under	4.4%	
Payments to Other Bodies	3,174	3,126	48	21	27	(6)	over	(28.6%)	
Payments to Contractors	100	105	(5)	92	98	(6)	over	(6.5%)	
Transfer Payments	0	0	0	0	0	0	-	0.0%	
Financing Charges	20,589	20,599	(10)	20,639	20,646	(7)	over	(0.0%)	
Total Controllable Exp.	89,365	88,376	989	60,231	59,681	550	under	0.9%	
Total Controllable Income	(102,379)	(102,185)	(194)	(61,604)	(61,423)	(181)	under recovered	0.3%	3, a
Transfer to/(from) Balance Sheet	(2,150)	(1,355)	(795)	(1,756)	(1,387)	(369)	under recovered	21.0%	4, b, c
Net Controllable Exp.	(15,164)	(15,164)	0	(3,129)	(3,129)	0	-	0.0%	
Loan Charges	15,164	15,164	0	0	0	0	-	0.0%	c
Net Controllable Exp.	0	0	0	(3,129)	(3,129)	0	-	0.0%	

Variance Explanations

1. The variance in Employee Costs relates to an underspend in pension contributions and vacancies, which are being actively recruited or being held whilst service requirements are determined.
2. The variance in Property Costs is due to repairs and grounds maintenance work which is a demand led service and is currently higher than budget. This is offset by an underspend in bad debt provision due to the demands following the roll out of Universal Credit and better than expected collection rates for rental income.
3. The overall under recovery in rental income is impacted by the timing of new build completions.
4. The net impact of the underspends within the service has resulted in a reduced requirement to drawdown from reserves in the current financial year.

Budget Virements

- a. Realignment to reflect alterations to reporting structures. Net Effect £0.000m: Employee Costs (£0.149m), Property Costs (£0.001) and Income £0.150m.
- b. Realignment to reflect revised profiling for new IT System payments. Net Effect £0.000m: Supplies and Services (£0.179m) and Transfers to/(from) Balance Sheet £0.179m.
- c. Realignment to reflect revised Loan Charges. Net Effect £0.000m: Transfers to/(from) Balance Sheet £0.516m and Loan Charges (£0.516m).

Report

7

Report to: **Housing and Technical Resources Committee**
 Date of Meeting: **5 February 2020**
 Report by: **Executive Director (Finance and Corporate Resources)**
Executive Director (Housing and Technical Resources)

Subject: **Housing and Technical Resources – Workforce
Monitoring – October and November 2019**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for October and November 2019 relating to Housing and Technical Resources

2. Recommendation(s)

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

(1) that the following employment information for October and November 2019 relating to Housing and Technical 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 Housing and Technical Resources provides information on the position for October and November 2019.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of November 2019 for Housing and Technical Resources.

The Resource absence figure for November 2019 was 5.7%, this figure has increased by 0.5% when compared to last month and is 0.2% higher than the Council-wide figure. Compared to November 2018, the Resource absence figure has increased by 0.2%.

Based on the absence figures at November 2019 and annual trends, the projected annual average absence for the Resource for 2019/2020 is 5.1%, compared to a Council-wide average figure of 4.5%.

For the financial year 2019/2020, the projected average days lost per employee equates to 12.1 days, compared with the overall figure for the Council of 10.3 days per employee.

4.2. Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 160 referrals were made this period. This represents a decrease of 16 when compared with the same period last year.

4.3. Accident/Incident Statistics (Appendix 2)

There were 6 accidents/incidents recorded within the Resource this period, a decrease of 2 when compared to the same period last year.

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

During the period, 4 disciplinary hearings were held within the Resource, this figure remains unchanged when compared to last year. During this period no appeals were heard by the Appeals Panel. One grievance hearing was held within the Resource, this figure remains unchanged when compared to the same period last year. No Dignity at Work complaints were raised within the Resource, this figure remains unchanged when compared to the same period last year.

4.5. Analysis of Leavers (Appendix 2)

There were a total of 5 leavers in the Resource this period eligible for an exit interview. This figure remains unchanged when compared with the same period last year. Three exit interviews were conducted.

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 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

4.7. Appendix 3 provides a breakdown of vacant posts and whether these are being replaced or held for savings. In the period October and November 2019, 12 employees in total left employment (FTE 10) and following consideration of the post and future workload requirements, managers have indicated that these posts are all to be filled.

4.8. A reconciliation of existing workforce information at September 2019 showed there were 41 vacant posts in the Resource (FTE 37.49), all of which were being filled through a recruitment process. 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 in terms of the information contained within 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)

31 December 2019

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

- ◆ Housing and Technical Resources, 13 November 2019

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:-

Janet McLuckie, Personnel Officer

Ext: 4239 (Tel: 01698 454239)

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

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		December	9.0	6.5		December	6.6	5.3		December	5.1	4.8					
January	5.4	4.2		January	7.3	7.0		January	6.2	5.3		January	5.0	4.9					
February	5.2	4.2		February	6.1	6.6		February	5.6	5.2		February	5.0	5.2					
March	5.1	4.2		March	6.0	7.3		March	5.4	5.5		March	4.7	4.9					
Annual Average	4.6	4.2	4.4	Annual Average	5.5	6.4	6.2	Annual Average	4.9	5.1	5.1	Annual Average	4.2	4.4	4.5				
Average Apr-Nov	4.3	4.1	4.4	Average Apr-Nov	4.6	6.2	5.8	Average Apr-Nov	4.4	5.0	5.0	Average Apr-Nov	3.9	4.2	4.3				
No of Employees at 30 November 2019				884	No of Employees at 30 November 2019				566	No of Employees at 30 November 2019				1450	No of Employees at 30 November 2019				15667
For the financial year 2019/20, the projected average days lost per employee equates to 12.1 days.																			

APPENDIX 2		
HOUSING AND TECHNICAL RESOURCES		
	Oct-Nov 2018	Oct-Nov 2019
MEDICAL EXAMINATIONS		
Number of Employees Attending	47	53
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	53	24
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	44	49
REFERRALS TO EMPLOYEE SUPPORT OFFICER		
	26	30
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY		
	6	4
TOTAL	176	160
	Oct-Nov 2018	Oct-Nov 2019
CAUSE OF ACCIDENTS/INCIDENTS		
Over 7 day absences	2	1
Minor	2	4
Near Miss	1	1
Violent Incident: Verbal*****	3	0
Total Accidents/Incidents	8	6
<p>*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.</p> <p>**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.</p> <p>***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.</p> <p>****Physical violent incidents are included in the "Specified" figures, where applicable, to provide the "Total Specified" figures.</p> <p>*****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.</p> <p>*****Physical Violent Incidents and ***** Verbal Violent Incidents are included in the "Minor" figures, where applicable, to provide the "Total Minor" figures.</p>		
	Oct-Nov 2018	Oct-Nov 2019
RECORD OF DISCIPLINARY HEARINGS		
Total Number of Hearings	4	4
Time Taken to Convene Hearing Oct - Nov 2019		
0-3 Weeks	4-6 Weeks	Over 6 Weeks
1	2	1
RECORD OF GRIEVANCE HEARINGS		
Number of Grievances	1	1
Number Resolved at Stage 2	1	0
Still in Progress	0	1
RECORD OF DIGNITY AT WORK		
Number of Incidents	0	0
ANALYSIS OF REASONS FOR LEAVING		
Career Advancement	1	1
Poor Relationship with Manager/Colleagues	0	1
Other	0	1
Number of Exit Interviews conducted	1	3
Total Number of Leavers Eligible for Exit Interview	5	5
Percentage of interviews conducted	20%	60%

	Oct-Nov 2019		Reconciliation figure Apr - Sept 2019		Cumulative since Oct	
	FTE*	H/C**	FTE	H/C	FTE	H/C
Terminations/Leavers	10	12				
Being replaced	10	12	37.49	41	47.49	53
End of fixed term contract						
Held pending savings						
Filled on fixed term basis						
Budget transfer to other post						

* Full time equivalent

** Head count/number of employees

Report

8

Report to:	Housing and Technical Resources Committee
Date of Meeting:	5 February 2020
Report by:	Executive Director (Housing and Technical Resources) Executive Director (Finance and Corporate Resources)

Subject:	Housing Revenue and Capital Account Budget 2020/2021
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ outline the revenue estimate proposals for the Housing Revenue Account (HRA) for 2020/2021
- ♦ request approval for the 2020/2021 Housing Capital Programme totalling £97.303 million

2. Recommendation(s)

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

- (1) that the proposed rent increase of 3.95% is applied to all Council houses, travelling person sites, lockups and garage sites and the revenue estimate proposals for the HRA, as detailed in Appendix 1 be endorsed;
- (2) that the next stage of rent harmonisation is progressed with the current proposal for tenants paying below the level to pay up to an additional maximum of £2.00 per week, be endorsed;
- (3) that based on the rent increase of 3.95%, the 2020/2021 Housing Capital Programme of £97.303 million, as detailed in Appendix 2, be endorsed;
- (4) that the recommendations be referred to the Executive Committee for endorsement, then to Council for approval.

3. Proposals for Housing Revenue and Capital Account Budget 2020/2021

3.1. The HRA revenue budget submission for 2020/2021 has been prepared in line with the thirty year Housing Business Plan. This has been developed to reflect:-

- ♦ investment priorities of maintaining the housing stock to the Scottish Housing Quality Standard (SHQS)
- ♦ working towards the new Energy Efficiency Standard for Social Housing (ESSH) which must be achieved by 31 December 2020, of which 92% of the Council's housing stock is compliant
- ♦ increasing the supply of Council houses

3.2. The movement as compared to the existing 2019/2020 revenue budget, is outlined in Appendix 1. The primary expenditure movements, firstly within Supervision and Management Costs, reflect an increase in bad debt provision, as detailed further in Paragraph 3.3, increases for pay award and other inflationary pressures, offset by alterations to expenditure based on changing service requirements. The higher

Financing Costs Loan Charges are as a result of borrowing requirements for prior years Capital Investment and the lower revenue Contribution to the 2020/2021 Capital Programme as a result of the current identified housing investment programme requirements. In relation to Income, House Rents are reflective of the proposed increase which is offset by the reduction in using reserves to balance the overall budget.

- 3.3. In order to continue to provide for the potential impact on rent collection and arrears as a result of welfare reform, the 2020/2021 budget proposal includes a provision of £5.860 million in relation to bad debts. This represents an additional £1.456 million when compared to the adjusted 2019/2020 budget. Trends in relation to Universal Credit and its impact upon rent collection will continue to be monitored closely and reported to Committee on an ongoing basis.
- 3.4. During the HRA 2018/2019 budget and rent setting consultation, tenants were supportive of a move away from the process of setting rents on an annual basis and proposed that rent increases should be set for a 3 year period. This allowed greater clarity in the planning and managing of this aspect of their household bills, as well as the financial planning of the HRA. In order to continue to deliver on investment priorities and maintain service levels, it is proposed that the Council continues with the increase of 3.95%, for the final year of the existing Rent Strategy.
- 3.5. The budget also reflects the Council's continued commitment to the harmonisation of house rents. It is proposed that, in addition to the 3.95% increase in rent levels as noted at Paragraph 3.4, tenants paying below the level will pay up to an additional £2.00 per week. Based on this proposal, it is estimated that 99.75% of tenants will be harmonised from April 2020.
- 3.6. It should be noted that, based on the latest Scottish Social Housing Charter returns, the average rent charges for South Lanarkshire Council tenants are currently the 7th lowest of local authority landlords in Scotland. In addition, South Lanarkshire Council tenants rent charges are the lowest of all of the Registered Social Landlords in South Lanarkshire.
- 3.7. In line with the HRA Business Plan, efficiencies have been included within these budget proposals. These will be achieved through a variety of measures including a reduction in the following budget areas:-

Strategy and other support posts (3 FTE vacancies)	£0.108m
General administration and processing costs	£0.064m
Budget realignment to reflect existing cost of the pension scheme	£0.103m
	£0.275m

4. Housing Revenue Account – Capital Programme Estimates

- 4.1. The 2020/2021 capital programme is compiled in line with the thirty year HRA Business Plan. As well as continuing to plan and undertake the works needed to keep Council homes to the SHQS and to improve the quality of housing for tenants in line with the requirements of EESSH, a significant work stream in this year's Housing Investment Programme will be increasing the supply of Council housing. The programme reflects the latest profiling of new build construction during 2020/2021, with the full programme detailed in Appendix 2.
- 4.2. Further key investment activities in relation to these priorities include heating replacements and insulation, external fabric upgrading, windows and doors

replacement, legislative compliance works and other external environmental improvements.

- 4.3. The funding for this programme is detailed in Table 1 below:-

Table 1: Capital Programme Funding

	£m
Revenue Contribution to 2020/2021 Capital Programme	19.448
Borrowing	53.089
Scottish Government Grant – Additional Council Houses	24.646
Scottish Government Grant – Mortgage to Rent	0.120
Total Capital Programme Funding	97.303

- 4.4. Borrowing for the £53.089 million noted in Table 1 would result in an increase to Loan Charges averaging £2.366 million per annum with costs of £1.709 million starting in 2020/2021. These costs are included within the Housing Revenue Account Business Plan with the overall rental income meeting the additional costs.

5. Consultation Arrangements

- 5.1. As in previous years, significant engagement has taken place with Council tenants on the proposals for the rent level and investment priorities for 2020/2021. This approach to engagement continues to be co-produced by housing customers through the Budget Scrutiny Group (BSG). The group provide the vehicle for discussion between the Council and tenants on the budgetary process and the financial challenges and opportunities facing housing services on an ongoing basis.

The group discuss and consider the Housing Revenue Account and clearly understand the key areas of expenditure, the pressures and challenges faced and what the proposed rent level means for services and investment in tenants' homes. All of these factors are considered in the rent setting consultation programme.

This year the programme commenced in October with a joint session with the Tenant Participation Coordination Group (TPCG) and the BSG to review the draft budget, the proposed investment priorities and the rent level considerations. This session finalised the programme for this year which included:-

- ◆ extended meetings of the local housing forums
- ◆ gypsy/travellers and homelessness household sessions
- ◆ a Tenant Budget Scrutiny Panel where panel members had an opportunity to question senior council officers on the key budgetary pressures and issues facing the housing service as well as the repairs and investment priorities
- ◆ articles in the Housing News, Council website and social media platforms
- ◆ a consultation closing event organised and presented by tenants with a report highlighting views
- ◆ an online survey

- 5.2. A summary of the feedback from the organised meetings and events is set out below:-

- ◆ The BSG and overarching TPCG were fully supportive of the 3.95% rent increase, the proposed investment priorities and of keeping rents affordable. They were also supportive of setting the rents over a longer period of time. These views are included in the tenant consultation report produced by the BSG.

- ◆ At the local housing forums there was a general understanding from those in attendance that a 3.95% rent increase was necessary to allow continued investment in improving homes to meet quality and energy efficiency standards and to build new homes. Attendees were also supportive of the need to ensure that rents were affordable and continuing with the approach in setting rents over a longer period of time.
- ◆ Respondents from within the South Lanarkshire gypsy/traveller community were generally supportive of the 3.95% rent increase, setting rents over a longer period of time and recognised that the investment proposed would help improve the living environment within the Council's 2 gypsy/traveller sites.
- ◆ Respondents with lived experience of homelessness were generally supportive of the 2020/2021 budget proposals. They acknowledged the need to continue to increase the provision of social housing and the importance of maintaining existing Council housing to a good standard.

5.3. For the fifth year, Council tenants also had the opportunity to give their views through an online survey. The survey was widely publicised through a number of regular channels, as well as promotion from frontline staff who actively encouraged tenants to complete the survey. A significant number of responses were received this year with 1,450 surveys completed. This is a 74% increase on the previous year.

A summary of the feedback from the online survey is set out below:-

- ◆ an even split of views between those who supported the rent level to be increased by 3.95% and those who did not
- ◆ 82% of respondents indicated that they felt the rent they pay represents good or very good value for money
- ◆ 74% of respondents were supportive of setting the rents for a longer period of time, with an annual review

6. Employee Implications

6.1. The efficiencies proposed in Paragraph 3.7 note the number of full time equivalent posts affected. Overall, the savings options would require a net reduction of 3.0 FTE posts in 2020/2021. 3.0 FTE post savings can be managed through existing vacant posts.

7. Financial Implications

7.1. The financial implications are as detailed in the report.

8. Climate Change, Sustainability and Environmental Implications

8.1. The impact which capital investment will have upon climate change and sustainability are appropriately considered through the Resource's approach to project design, procurement, project management and delivery. Works will be progressed in such a way to support a positive impact on the environment. Appropriate mitigation actions will be put in place where any potential negative impact is identified.

9. Other Implications

9.1. The risks associated with this report are in relation to the Council's ability to collect rents and charges following the increases. These risks have been assessed and added to the Resource Risk Register.

- 9.2. Social landlords such as the Council are required to submit an Annual Assurance Statement to the Scottish Housing Regulator. This provides assurance that the organisation is compliant with the relevant requirements of chapter 3 of the Regulatory Framework, all relevant standards and outcomes in the Scottish Social Housing Charter, and all relevant legislative duties. The content of this report will contribute to the evidence to support this Statement.

10. Equalities Impact and Fairer Scotland Duty Assessments

- 10.1. Equality Impact Assessments have been undertaken for all relevant savings proposals and have been provided to Members. For details of work undertaken, please contact the Employee Development and Diversity Manager, Finance and Corporate Resources.
- 10.2. The Fairer Scotland Duty (Part 1 of Equality Act 2010) came into force in Scotland in April 2018. It places a legal responsibility on the Council to actively consider how it can reduce inequalities of outcome caused by socioeconomic disadvantage when making strategic decisions. It does not override other considerations such as equality or best value.
- 10.3. The Duty is set at a strategic level and is applicable to the key, high-level decisions that the public sector takes. Preparation of the 2020/2021 HRA budget proposals is considered to be relevant for a Fairer Scotland Duty impact assessment. An assessment in line with the requirements of the Fairer Scotland Duty will be made available to Members.

Daniel Lowe

Executive Director (Housing and Technical Resources)

Paul Manning

Executive Director (Finance and Corporate Resources)

8 January 2020

Link(s) to Council Values/Ambitions/Objectives

- ◆ Improve the Availability, Quality and Access of Housing
- ◆ Accountable, Effective, Efficient and Transparent

Previous References

- ◆ South Lanarkshire Council, 27 February 2019, Housing Revenue and Capital Account Budget 2019/2020

List of Background Papers

- ◆ None

Contact for Further Information

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

Jackie Taylor, Head of Finance (Strategy)

Ext: 5637 (Tel: 01698 455637)

E-mail: jackie.taylor@southlanarkshire.gov.uk

**SOUTH LANARKSHIRE COUNCIL
HOUSING REVENUE ACCOUNT
REVENUE ESTIMATES YEAR 2020/2021**

2019/2020 Revised £m			2020/2021 Estimate £m		Movement £m
		<u>Expenditure</u>			
31.741		Supervision and Management	32.957		1.216
35.029		Housing Repairs and Maintenance	35.428		0.399
2.073		Void Rents	2.175		0.102
15.164		Financing Costs Loan Charges	18.008		2.844
20.589		Contribution to 20/21 Capital Programme	19.448		(1.141)
104.596		Total Expenditure	108.016		3.420
		<u>Income</u>			
90.578		House Rents	95.717		5.139
2.428		Other Rents	2.524		0.096
0.067		Interest	0.067		0.000
9.373		Other Income	9.393		0.020
2.150		Use of B/F Reserves	0.315		(1.835)
104.596		Total Income	108.016		3.420
0.000		Net Expenditure	0.000		0.000

**SOUTH LANARKSHIRE COUNCIL
HOUSING REVENUE ACCOUNT
CAPITAL ESTIMATES YEAR 2020/2021**

Area	Project Title	Budget
Provision of Council Housing		
SLC Wide	Provision of Council Housing	£70,366,000
SLC Wide	Mortgage To Rent	£400,000
Provision of Council Housing Sub Total		£70,766,000
Kitchen & Bathrooms		
SLC Wide	Kitchens & Bathrooms	£400,000
Kitchen & Bathrooms Sub Total		£400,000
Heating Replacements		
SLC Wide	Central Heating Upgrades/Installations	£6,670,000
Heating Replacements Sub Total		£6,670,000
External Fabric Upgrading Works		
SLC Wide	External Fabric Upgrading - Various Blocks	£6,066,120
External Fabric Upgrading Works Sub Total		£6,066,120
Environmental Works		
SLC Wide	Environmental Improvements	£2,812,880
Environmental Works Sub Total		£2,812,880
Energy Efficiency Works		
SLC Wide	External Wall Insulation	£1,650,000
Energy Efficiency Works Sub Total		£1,650,000
Miscellaneous Projects		
SLC Wide	Legislative Compliance Works	£2,580,000
SLC Wide	Window and Door Replacement Programme	£2,421,000
SLC Wide	Sheltered Housing Schemes Refurbishment Works	£630,000
SLC Wide	Services Upgrades	£3,007,000
SLC Wide	Area Regeneration	£100,000
SLC Wide	Council House Adaptations	£150,000
SLC Wide	Alterations including DDA	£50,000
Miscellaneous Projects Sub Total		£8,938,000
Total Capital Programme 2020/2021		£97,303,000

Report

9

Report to:	Housing and Technical Resources Committee
Date of Meeting:	5 February 2020
Report by:	Executive Director (Housing and Technical Resources)

Subject:	South Lanarkshire Council Gypsy/Traveller Pitch Allocation Policy Review
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ request endorsement for the introduction of the revised South Lanarkshire Gypsy/Traveller Pitch Allocation Policy with effect from 1 April 2020

2. Recommendations

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

- (1) that it be recommended to the Executive Committee that the South Lanarkshire Council Gypsy/Traveller Pitch Allocation Policy, as attached at Appendix 1, be approved and implemented from 1 May 2020.

3. Background

- 3.1. South Lanarkshire Council currently provides 2 sites for Gypsy/Travellers, comprising a total of 27 pitches. These are located at Shawlands Crescent in Larkhall, and Springbank Park in East Kilbride.
- 3.2. The current South Lanarkshire Council Gypsy/Traveller Pitch Allocation Policy was approved by Housing and Technical Resources Committee on 25 November 2009. The policy sets out the way in which vacant pitches are allocated within the two sites and has been recognised as part of the council's overall approach to good site management by the Scottish Housing Regulator.
- 3.3. Following a programme of consultation, the scheduled review of the Gypsy/Traveller Pitch Allocation Policy has now been concluded. The review of the policy has been progressed at the same time as wider engagement with the community in relation to the continuing development and implementation of investment plans within both sites. Nationally there has recently been significant changes to the policy framework, including the joint publication in October; by CoSLA and the Scottish Government of the "Improving the Lives of Gypsy Traveller" Action Plan.
- 3.4. The South Lanarkshire Council Housing Allocation Policy was reviewed during 2018/2019 to reflect the legislative changes introduced through the Housing (Scotland) Act 2014. The revised policy received the endorsement of Housing and Technical Resources Committee in March 2019 and became effective following approval by Executive Committee on 1 May 2019.

- 3.5. To ensure alignment of the South Lanarkshire Council Gypsy/Traveller Pitch Allocation Policy with the revised South Lanarkshire Council Housing Allocation Policy and the recent legislative changes, a review of the policy has now been completed.

4. Consultation and development

- 4.1. Based on the existing policy, a consultative draft was developed. This incorporated the changes required to ensure consistency with the revised Housing Allocation Policy alongside a number of minor updates and revisions.
- 4.2. To support the consultation, a survey was developed which sought views from key stakeholders on the following aspects of the consultative draft:-
- ◆ the objectives of the policy
 - ◆ the clarity of information on applying for a pitch
 - ◆ the priority categories and qualifying criteria
 - ◆ the criteria governing suspension of applications
 - ◆ the option to provide any other comments/feedback
- 4.3. A full consultation on the draft was launched in October 2019. To guide the consultation, and ensure those who would be impacted by the revised policy had the opportunity to have their say, a consultation plan was developed. A summary of this is provided in Appendix 2.
- 4.4. In addition to the consultation activities identified, the consultative draft was also shared with a range of other groups and customers as part of the wider consultation plan. The consultation period closed on 8 December 2019. A total of 48 responses were received from individuals and organisations.
- 4.5. The vast majority of respondents were in agreement with the proposed wording and structure of the consultative draft. Respondents also agreed that the information contained within the policy was clear and easy to understand.
- 4.6. All feedback received from the consultation has been considered and changes incorporated as appropriate into the revised policy, as detailed in Appendix 1.

5. Summary of proposed changes

- 5.1. The revised policy continues to focus on ensuring that those deemed to be most in need will be prioritised for a pitch, balanced with the consideration to ensure continued stability across both sites.
- 5.2. A key change proposed to the new policy is in relation to timescales for the suspension of applications, which has been amended to align with the Housing Allocation Policy, helping to ensure fairness and consistency. Another key change proposed is to expand the number of categories under which priority will be awarded, recognising the wide range of previous housing circumstances and need the applicant may have.
- 5.3. The revised policy is detailed at Appendix 1.

6. Next Steps

- 6.1. Subject to endorsement by Housing and Technical Resources Committee, the revised Gypsy/Traveller Pitch Allocation Policy will be presented to Executive Committee on 26 February 2020 for approval.

- 6.2. Subject to Executive Committee Approval on 26 February 2020, the revised policy will be implemented from 1 April 2020.

7. Employee Implications

- 7.1. There are no employee implications associated with this report.

8. Financial Implications

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

9. Climate Change, Sustainability and Environmental Implications

- 9.1. This report does not introduce a new policy, function or strategy which impacts on the natural environment, climate change or sustainability.

- 9.2. A Strategic Environmental Assessment (SEA) pre-screening determination was completed as part of the review of the South Lanarkshire Council Gypsy/Traveller Pitch Allocation Policy.

10. Other Implications

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

- 10.2. The content of this report will contribute to the evidence to support the requirements of the Annual Assurance Statement.

11. Equality Impact Assessment and Consultation Arrangements

- 11.1. An Equality Impact Assessment (EQIA) was completed as part of the development of the Pitch Allocation Policy. This identified no negative impact for any of the protected characteristics.
- 11.2. Consultation on the draft South Lanarkshire Gypsy/Traveller Pitch Allocation Policy was completed between 21 October and 8 December 2019. All feedback received from the consultation has been considered and changes incorporated as appropriate into the draft policy, as detailed in Appendix 1.

Daniel Lowe

Executive Director (Housing and Technical Resources)

16 January 2020

Links to Council Values/Ambitions/Objectives

- ◆ Focused on people and their needs
- ◆ Protect vulnerable children, young people and adults
- ◆ Deliver better health and social care outcomes for all
- ◆ Improve the availability, quality and access of housing
- ◆ Work with communities and partners to promote high quality thriving and sustainable communities
- ◆ Support our communities by tackling disadvantage and deprivation and supporting aspiration

Previous References

- ◆ Housing and Technical Resources Committee Report, 'South Lanarkshire Gypsy/Traveller Pitch Allocation Policy', 25 November 2009
- ◆ Housing and Technical Resources Committee Report, 'Housing Allocation Policy Review', 20 March 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:-

Annette Finnan, Head of Housing Services

Ext: 4595 (Phone: 01698 454595)

E-mail: annette.finnan@southlanarkshire.gov.uk

**South Lanarkshire Council
Gypsy/Traveller Pitch Allocation Policy**

Contents

Section 1 Introduction

1.1	Scope of policy	3
1.2	Objectives of the policy	3
1.3	Access to information	3
1.4	Equal opportunities	3

Section 2 Applying for a pitch

2.1	Access to the list	4
2.2	How applicants are queued	4
2.3	Allocations between priority categories	5
2.4	Exceptional circumstances	5

Section 3 Managing Applications

3.1	Offers	5
3.2	Refusals	5
3.3	Cancellation of applications	5
3.4	Suspensions	6

Section 4 Appeals and Complaints

4.1	Allocation appeals	8
4.2	Appeals process	8
4.3	Complaints	8
4.4	Monitoring and review of the policy	8

Section 1 - Introduction

1.1 Scope of the policy

South Lanarkshire Council operates two Gypsy/Traveller's sites. These are located in:

- Springbank Park, East Kilbride
- Shawlands Crescent, Larkhall

This policy aims to set out the way in which vacant pitches will be allocated within the two sites.

1.2 Objectives of the policy

The objectives of the policy are to:

- ensure those assessed as being most in need are prioritised;
- be fair, efficient and consistent in the allocation of pitches;
- ensure equality of opportunity in the allocation of pitches;
- make sure the allocation process helps to achieve balanced and sustainable communities; and
- comply with all relevant legislation.

1.3 Access to information

All information supplied by applicants will be held in accordance with the requirements of the General Data Protection Regulations 2018.

Under the General Data Protection Regulations 2018, applicants are entitled to access any information the council hold in respect of their application.

More information on this can be found on the council's website at www.southlanarkshire.gov.uk, or by telephoning the local housing office or visiting the site office.

1.4 Equal opportunities

In relation to the allocation of pitches, this policy is consistent with South Lanarkshire Council's Equal Opportunities Policy.

It aims to ensure that the council acts fairly and lawfully on all occasions. The council will not discriminate against applicants on the grounds of age, disability, gender, gender identity (reassignment), marriage and civil partnership, pregnancy and maternity, race, religion or belief or sexual orientation.

An Equalities Impact Assessment (EQIA) has been completed to ensure that the policy is inclusive and does not unfairly disadvantage any particular groups.

If applicants feel that they have been treated unfairly, they have the right through the appeals process, to have their case reviewed. Section 4 provides further details on the appeals process.

Section 2: Applying for a pitch

2.1 Access to the list

Anyone over the age of 16 can add their name to the waiting list for a pitch, provided they are not prevented from doing so by immigration or any other relevant legislation.

Application forms can be obtained by:

- downloading an application form from the council's website or completing it online at www.southlanarkshire.gov.uk
- telephoning the local housing office or visiting the site office

2.2 How applicants are queued

Depending upon the applicant's circumstances, their application will be placed in one of the following categories:

Category	Criteria
Priority Level One	<ul style="list-style-type: none">• The applicant has a caravan or access to a caravan which is their principal home, but has nowhere to locate it
Priority Level Two	<ul style="list-style-type: none">• The applicant is living on a South Lanarkshire Council site which does not provide sufficient space for their family and/or does not meet their medical or support needs
Priority Level Three	<ul style="list-style-type: none">• The applicant is living on a registered social landlord site or on a council site outwith South Lanarkshire, which does not provide sufficient space for their family and/or does not meet their medical or support needs• The applicant is living on a private site• The applicant is living in a house, as their only or principal home which is overcrowded, or does not meet their medical or support needs, and has access to a caravan
Priority Level Four	<ul style="list-style-type: none">• The applicant is living on a council owned site which provides sufficient space for their family and meets their medical or support needs• The applicant is living in a house which meets their housing need, is not overcrowded and has access to a caravan

2.3 Allocations between priority categories

When a pitch becomes vacant, consideration will in the first instance be given to applicants in **priority level one**.

If there is no applicant in priority level one, applicants in **priority level two** will be considered.

If there is no applicant in priority levels one or two, then applicants in **priority level three** will be considered.

If there is no applicant in priority levels one, two or three, consideration will be given to applicants in **priority level four**.

Priority within each of the levels will be given to applicants with the earliest date of application.

2.4 Exceptional circumstances

Where the applicant's needs cannot be effectively met within the categories noted at 2.2 and cannot be prioritised using the process outlined at 2.3, the council may also take other needs into account and will consider how best to meet these.

An assessment of need will be made based on the information included on the application form, alongside any other supporting information.

This may include:

- the need to be close to specialist education provision or medical services;
- the need to live on the site to provide or receive care and support to or from relatives.

This list is not exhaustive and does not guarantee a priority decision. The council will consider all cases on an individual basis and decisions will be made in a fair and transparent manner.

Section 3: Managing Applications

3.1 Offers

Applicants will receive up to two reasonable offers.

The council will consider an offer to be reasonable if it meets the preferences stated on the application form.

Before an offer of a pitch is made, the council reserve the right to take account of the needs of the wider community and the impact that the allocation may have on the site.

3.2 Refusals

Should an applicant refuse an offer of a pitch, contact will be made to discuss their preferences and options in more detail.

3.3 Cancellation of applications

Applications for a pitch will only be cancelled in the following circumstances:-

- the applicant has requested in writing that they be removed from the list;
- the council has been notified of the applicant's death;
- the applicant's need for a pitch has been met by another site provider;
- the applicant has failed to respond to the annual review of their application; or
- the applicant has persistently failed to respond to the council's attempts to contact them.

3.4 Suspensions

In certain circumstances it may be appropriate to suspend an application for a period of time. Where an applicant's application has been suspended, they will not be considered for or receive an offer of a pitch during the period of the suspension. A suspension will not affect the date of application.

The table below details specific reasons and circumstances which will result in an application being suspended, as well as the length of time the suspension will apply for.

Suspension reasons and circumstances where a suspension will apply	Rules and timescale of suspension
<p>Anti-social behaviour - by an applicant or member of their household.</p> <p>The list below provides examples of the types of behaviour considered to be anti-social. It should be noted that the list is not exhaustive:-</p> <ul style="list-style-type: none">• annoyance, harassment, violent or intimidating behaviour towards staff members, neighbours or others• criminal convictions relating to a tenancy e.g. drug dealing, prostitution, fire raising• extensive damage caused to a landlord's property• Anti-Social Behaviour Order granted• Eviction decree granted relating to anti-social behaviour• established and sustained pattern of conduct considered anti-social.	<p>Where the applicant has an existing application for a pitch and anti-social behaviour has been established or under investigation, the application will be suspended.</p> <p>Where an offer of a pitch has been made to the applicant, the offer will be held pending the outcome of any investigation.</p> <p>Where the anti-social behaviour has been established, the application will be suspended and the offer of a pitch withdrawn</p> <p>Suspension timescale – up to 36 months (suspension timescales subject to nature and severity of the anti-social behaviour) Following application of the suspension, the case will be reviewed by the Area Housing Manager to determine whether:</p> <ul style="list-style-type: none">• the applicant can demonstrate their ability to behave in such a way as to not cause harassment, nuisance or annoyance to others.• the household will be able to occupy the site in an acceptable manner.

<p>Tenancy related debt - attributable to the applicant as a tenant of a social rented landlord and accrued within the previous 3 years.</p> <p>Suspension will be applied where the applicant has rent arrears or any other tenancy related debt (for example, rechargeable repairs/service charges). Exceptions to this would be where:</p> <ul style="list-style-type: none"> • the debt has been paid off in full • the level of debt is equivalent to or less than a month's full rent before any benefit adjustments • an agreement with the tenant has been made to pay the debt off and this has been maintained for at least three months and is continuing • the debt is not the responsibility of the applicant as a tenant. 	<p>Suspension timescale – up to 36 months The suspension will be lifted in the following circumstances:-</p> <ul style="list-style-type: none"> • immediately following full payment of the debt; or • where an arrangement to pay off the debt has been maintained for a minimum of three months; or • where the debt has been reduced to less than a month's rent
<p>Breach of occupancy conditions Suspension will be applied where the applicant is currently resident on a council owned site and has breached the terms of their occupancy agreement. For example:</p> <ul style="list-style-type: none"> • unsatisfactory condition of pitch, utility unit, common areas, disposal of rubbish, wilful damage, vandalism, control of pets <ul style="list-style-type: none"> • where alterations/improvements have been carried out on a pitch without the relevant approval from the council 	<p>Suspension timescale – up to 36 months Suspension will be lifted as soon as the council is satisfied that the condition of the pitch, or any other breach of occupancy, has improved to a satisfactory level.</p> <p>The suspension will continue until the landlord is satisfied that the pitch has been brought up to a satisfactory condition and that any rechargeable repairs associated with bringing the pitch up to a satisfactory standard have been paid.</p>
<p>False or misleading information Suspension will be applied where the applicant has deliberately misrepresented information in order to gain advantage over other applicants.</p>	<p>Suspension timescale – up to 36 months Timescales will be set by Area Housing Managers relative to the severity of the fraud.</p>

Section 4: Appeals and Complaints

4.1 Allocation appeals

If the applicant feels that they have been treated unfairly under the terms of this policy, they have the right to appeal.

An applicant can appeal against decisions made regarding the following:

- the priority category their application has been placed within;
- the reasonableness of the offer;
- the reasonableness of the suspension imposed; or
- the removal of their application from the list.

4.2 Appeals process

The council operate a two stage appeals process. More information on this is available on the council's website at www.southlanarkshire.gov.uk or by telephoning the local housing office or visiting the site office.

4.3 Complaints

Applicants dissatisfied with any aspect of the service have the right to make a complaint through the council's comments and complaints scheme. Complaints will be accepted either in writing or verbally and can be registered in two ways:

- through a housing office, where staff will register the complaint; or
- by completing and returning the comments and complaints feedback form

Further information on the comments and complaints scheme can be found on the council's website at www.southlanarkshire.gov.uk, or by telephoning the local housing office or visiting the site office.

If, after making a complaint, an applicant continues to be dissatisfied with the service they have received, a further complaint can be made to the Scottish Public Services Ombudsman (SPSO). The Ombudsman will only consider complaints of injustice or hardship as a result of maladministration or service failure. A complaint can be made online to the SPSO at www.spsso.org.uk/making-a-complaint or by writing to:

The Scottish Public Services Ombudsman
Bridgeside House
99 McDonald Road
Edinburgh
EH7 4NS
(FREEPOST SPSO)

4.4 Monitoring and review of the policy

The council will monitor applications and allocations to support the achievement of the policy objectives and to ensure that applications are processed fairly and consistently.

The policy will be reviewed in line with the Housing and Technical Resources Policy Review Schedule or following changes to any relevant legislation, national or local policies.

Appendix 2: Summary of consultation with stakeholders

Stakeholder	Consultation method(s)
Current residents of Shawlands Crescent, Larkhall	<ul style="list-style-type: none"> • Consultation sessions were held at the site when council officers were in attendance to discuss the draft policy and discuss resident's views. • Copies of the draft policy were available from the site office throughout the consultation period and residents were encouraged to provide their views. • The consultation was promoted within the November 2019 site newsletter.
Current residents of Springbank Park, East Kilbride	<ul style="list-style-type: none"> • Consultation sessions were held at the site when council officers were in attendance to discuss the draft policy and discuss resident's views. • Copies of the draft policy were available from the site office throughout the consultation period and residents were encouraged to provide their views.
Gypsy/Traveller Assembly for Youth	<ul style="list-style-type: none"> • Draft policy shared with Scottish Traveller Advocate and Scottish Justice Campaigner, who was asked for views on behalf of Gypsy/Traveller Assembly for Youth.
South Lanarkshire Gypsy/Traveller Network Group	<ul style="list-style-type: none"> • Draft policy was shared and discussed with group members at meeting in November 2019.
West of Scotland Gypsy/Traveller Forum	<ul style="list-style-type: none"> • Draft policy was shared and discussed with group members at special meeting held on 4 December 2019.
General public	<ul style="list-style-type: none"> • The consultation was promoted through the November 2019 edition of Housing News and also on the council's website and social media platforms.
Gypsy/Traveller site provider peer review	<ul style="list-style-type: none"> • Two other Scottish local authorities and one Housing Association who currently provide sites for Gypsy/Travellers were invited to provide their views on the draft policy and asked to compare it with their own.
Scottish Site Managers Association	<ul style="list-style-type: none"> • Draft policy was shared and discussed with association members.

Report

10

Report to:	Housing and Technical Resources Committee
Date of Meeting:	5 February 2020
Report by:	Executive Director (Finance and Corporate Resources) Executive Director (Housing and Technical Resources)

Subject:	South Lanarkshire Rapid Rehousing Transition Plan – Funding Allocation and Staffing Resources
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide an update on the funding being provided by the Scottish Government to support the implementation of the South Lanarkshire Rapid Rehousing Transition Plan (RRTP)
- ◆ request approval to temporarily increase the establishment by creating 6 FTE Housing Officer posts, utilising RRTP resources for a period of 12 months

2. Recommendation(s)

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

- (1) that the content of the report, be noted; and
- (2) that the proposal to add 6 FTE Housing Officers at Grade 2, Level 1-3 to the establishment for a fixed period of 12 months, as detailed at section 5, be approved.

3. Background

3.1. In October 2017, the Scottish Government set up the Homelessness and Rough Sleeping Action Group (HARSAG) to develop short-term and long-term solutions to end homelessness and rough sleeping across Scotland. The main assumptions underpinning its formation were:-

- ◆ that rough sleeping is a significant problem across Scotland and is concentrated in its core cities (Glasgow, Edinburgh, Dundee, Stirling and Aberdeen);
- ◆ that where homeless people can access temporary accommodation, they are spending too long within it, waiting on a settled home;
- ◆ that despite progressive legislation, homelessness continues to be a significant problem across Scotland.

3.2. In June 2018, HARSAG produced a final report with recommendations that included the development by local authorities of a 5 year RRTP. 'Rapid rehousing' is defined as a housing-led approach for people that experience homelessness with a focus on making sure they reach a settled home as quickly as possible, whilst limiting the amount of time that is spent in temporary accommodation.

- 3.3. In June 2018, the Minister for Local Government, Housing and Planning wrote to all Scottish local authorities advising of the requirements to prepare a RRTP and submit it to the Scottish Government by 31 December 2018.
- 3.4. South Lanarkshire's Rapid Rehousing Transition Plan 2019 to 2024 was developed in conjunction with a wide range of partners and submitted to the Scottish Government in December 2018. The final plan was approved by this Committee on 23 January 2019 and reported to the Community Planning Partnership Board on 19 June 2019. The implementation of the RRTP has been directed by the Homelessness Strategy Group which has representation from all key partners.
- 3.5. In May 2019 the Scottish Government provided positive feedback on the plan, highlighting its strong partnership approach.

4. Scottish Government Funding

- 4.1. In December 2018 the Scottish Government provided the Council with £105,000 to support the initial development and implementation of the plan. This funding has primarily been used to fund the appointment of an officer, for a fixed period of 18 months, with responsibility for working with partners to coordinate the implementation of the plan.
- 4.2. In July 2019 South Lanarkshire Council were awarded a further £461,000 from the Scottish Government's Ending Homelessness Together Fund to support the implementation of actions for the first year (2019/2020) of the RRTP. This funding has been used to progress a number key priorities detailed in the plan, including:-
 - ◆ the further development of the HomeStart service which supports people moving from homelessness, or who may be at risk of homelessness, to set up and sustain their home
 - ◆ working on a partnership basis to further develop Housing First
 - ◆ converting temporary tenancies to permanent homes thereby allowing homeless households to remain within temporary accommodation in which they have settled
 - ◆ providing starter packs to households who have experienced homelessness
 - ◆ increasing the availability of intensive support services across South Lanarkshire
 - ◆ enhancing the support available to people who are homeless or at risk of becoming so and who are experiencing domestic abuse or are leaving care
 - ◆ increased prevention activity across all housing tenures
 - ◆ further developing the partnership approach to preventing homelessness for individuals leaving prison
- 4.3. In December 2019, the Scottish Government confirmed £453,000 funding would be provided to support implementation of the RRTP in 2020/2021.

5. Staffing Resources to Support the RRTP

- 5.1. To support the further development of the HomeStart service it is proposed that 4 Housing Officers are appointed on a fixed term basis, for a period of 12 months.
- 5.2. It is also proposed to appoint 2 additional Housing Officers, for a fixed period of 12 months, who would have responsibility for working to prevent homelessness and provide advice and support to specific groups. While the officers would work as part of the wider Home Start Service they would have a focus upon working with particular households who are homeless or at risk of becoming so, due to:-

- ◆ domestic abuse
- ◆ leaving care, or
- ◆ being released from prison

6. Next Steps

- 6.1. Subject to approval by the Housing and Technical Resources Committee, the recruitment process for the additional Housing Officers will commence.
- 6.2. A full review of progress made in implementing the RRTP in 2019/2020 will be presented to this Committee on 17 June 2020.

7. Employee Implications

- 7.1. It is proposed that the 6 FTE Housing Officers are added to the establishment on a temporary basis for a 12 month period.

Post Title	No of Posts (FTE)	Grade SCP	Hourly Rate	Annual Salary	Total costs/Officer (including on costs)	Total cost
Housing Officers	6.0	Grade 2, Level 1-3 SCP 34-48	£11.44 - £14.06	£20,820 - £25,589	£33,700	£201,800

8. Financial Implications

- 8.1. There are no financial implications to the Resource as a result of the proposals contained within this report. The proposed posts will be fully funded through the Rapid Rehousing Transition funding received from the Scottish Government.

9. Climate Change, Sustainability and Environmental Implications

- 9.1. There are no climate change, sustainability and environmental implications.

10. Other Implications

- 10.1. There are no additional risks associated with this report.
- 10.2. There are no sustainable development issues associated with this report.
- 10.3. The content of this report will contribute to the evidence to support the requirements of the Annual Assurance Statement

11. Equality Impact Assessment and Consultation Arrangements

- 11.1. The RRTP is relevant to all people living or coming to live in South Lanarkshire, which includes protected characteristic groups as identified under the Equality Act 2010. An EQIA has been carried out which has confirmed that it is anticipated that the plan will make a positive contribution to the promotion of equalities.
- 11.2. A Strategic Environmental Assessment (SEA) Screening Determination has been provided by the SEA Consultation Authorities, which confirms there is no requirement for a separate SEA for the RRTP.

- 11.3. The RRTP was co-produced with key partners and a wide ranging programme of engagement was undertaken with stakeholders to support its development. The RRTP includes 'partner contribution statements' which have been completed by a wide range of key partners including the South Lanarkshire Health and Social Care Partnership, registered social landlords and the third sector interface.

Paul Manning
Executive Director (Finance and Corporate Resources)

Daniel Lowe
Executive Director (Housing and Technical Resources)

18 December 2019

Link(s) to Council Values/Ambitions/Objectives

- ◆ Make communities safer, stronger and sustainable
- ◆ Improve the availability, quality and access of housing
- ◆ Protect vulnerable children , young people and adults
- ◆ Support our communities by tackling disadvantage and supporting aspiration and deprivation

Previous References

- ◆ South Lanarkshire Rapid Rehousing Transition Plan 2019 to 2024, Housing and Technical Resources Committee, 23 January 2019.

List of Background Papers

- ◆ South Lanarkshire Rapid Rehousing Transition Plan 2019 to 2024

Contact for Further Information

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

Jackie Fernie, Homelessness and Housing Support Manager

Ext: 848 2711 (Tel: 0141 584 2711)

Email: jacqueline.ferniesouthlanarkshire.gov.uk

Report

11

Report to: **Housing and Technical Resources Committee**
 Date of Meeting: **5 February 2020**
 Report by: **Executive Director (Housing and Technical Resources)
 Executive Director (Finance and Corporate Resources)**

Subject: **Empty Homes in South Lanarkshire**

1. Purpose of Report

1.1. The purpose of this report is to:-

- ◆ update committee on the empty homes profile within South Lanarkshire
- ◆ update committee on the Scottish Government's position on tackling the problem of empty homes nationally
- ◆ request approval to increase the staffing establishment by 1 FTE Strategy and Support Officer post

2. Recommendations

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

- (1) that the content of the report, be noted;
- (2) that a contractual arrangement be finalised with the Scottish Empty Homes Partnership (SEHP) to utilise kick-starter funding to support the recruitment of a Strategy and Policy Officer (Empty Homes) within Housing and Technical Resources;
- (3) that the proposal to add 1 FTE officer post at Grade 3, Level 2 to the establishment, as set out at section 6, be approved; and
- (4) that additional funding for the post and associated operational budget be provided from the revenues raised from the council tax empty homes surcharge.

3. Background

- 3.1. In a letter to all Scottish Local Authority Council Chief Executives on 20 September 2019, Kevin Stewart MSP, Minister for Local Government, Housing and Planning confirmed the Scottish Government's commitment to planning for how our communities should look and feel in 2040. Included in this vision is to ensure every home is occupied and that no homes are left empty.
- 3.2. To contribute to achieving this vision, a network of Empty Homes Officers is continuing to expand across Scotland. These officers are predominately employed by local authorities, supported by the Scottish Empty Homes Partnership (SEHP) who offer 'kick-starter' funding to local authorities to introduce this type of post.
- 3.3. SEHP exists to facilitate bringing private sector empty homes back into use. Discussions have taken place with them with a view to further developing partnership working with the Council to enhance existing services to help bring empty homes back into use.

- 3.4. During 2019, the Local Government and Communities Committee (LGCC) conducted an inquiry into the issue of empty homes in Scotland. This resulted in a report which highlighted South Lanarkshire Council as having limited provision of assistance to owners of empty homes.
- 3.5. The LGCC also scrutinised the use of discretionary powers available to local authorities to implement a surcharge of up to 100% on the council tax accounts of empty property owners. South Lanarkshire Council implemented these powers in April 2019. The LGCC's report into empty homes reiterates the Scottish Government's position that revenues from the surcharge should contribute to bringing empty homes back into use.
- 3.6. In light of the relative success achieved elsewhere by establishing a dedicated Empty Homes Officer post, it is now proposed to establish such a post for South Lanarkshire.

4. Profile of empty homes in South Lanarkshire

- 4.1. An extract of data in September 2019/2020 relative to unoccupied dwellings, and long term empty (LTE) properties revealed the extent of empty homes in South Lanarkshire.
- 4.2. As of September 2019, there were 1,118 privately owned properties and 72 South Lanarkshire Council properties registered as long term empty (LTE) and 54% of these owners were paying a 100% levy on their council tax.

Table 1. Breakdown of empty property figures by Housing Market Area

Housing Market Area	LTE's	Proportion of Total Housing Stock (%)
Clydesdale	475	0.8
East Kilbride	285	0.8
Hamilton and Bothwell	216	0.7
Cambuslang and Rutherglen	214	0.7
Total	1,190	0.8

- 4.3. LTE homes currently make up 0.8% of the total housing stock in South Lanarkshire which is lower than the national average of 1.5%. The breakdown of empty properties in each housing market area is provided in Table 1.
- #### **5. Role of the Strategy and Policy Officer (Empty Homes)**
- 5.1. The SEHP have agreed that they will contribute financial assistance (50% funding for the first 2 years) for the employment of a Strategy and Policy Officer (Empty Homes).
 - 5.2. This position would be incorporated into the existing structure of the Strategy and Support section and contribute to the strategic objectives for empty homes as highlighted in the LHS and the Strategic Housing Investment Plan (SHIP).
 - 5.3. The dedicated officer will also provide a range of services, advice and assistance tailored to the individual needs of each owner who engages with the service and requires an operational budget of £0.020 million per annum.

- 5.4. The revenue generated by the empty home council tax surcharge is currently allocated to the General Service Fund, however, as noted at paragraph 3.6, there is a clear expectation and need for a proportionate contribution from the extra income to support the action on empty homes and be used to assist empty home owners to bring their properties back into use.
- 5.5. The role will also include co-ordinating a cross-Resource working group with representation from other Council services such as council tax, environmental health, anti-social behaviour, legal and landlord registration.

6. Next Steps

- 6.1. The next steps are:-

- ◆ subject to Committee approval, the contractual agreement with SEHP for the allocation of 'kick-starter' funding of £51,438 over 2 years for a dedicated Strategy and Policy Officer (Empty Homes) will be finalised
- ◆ the contribution requested from revenues raised through the council tax surcharge will be allocated to the establishment of the dedicated post and further development of the service
- ◆ subject to approval, the recruitment process for a Strategy and Policy Officer (Empty Homes) will commence in February 2020

- 6.2. The impact which is made will be subject to ongoing monitoring and will be reported to Committee as part of the Annual LHS review process.

7. Employee Implications

- 7.1. Employee implications include the recruitment of 1 FTE officer at Grade 3, Level 2. Further information is provided at 8.1.
- 7.2. This post has been graded using the Council's job evaluation scheme and is provided in Table 2.

Table 2 – Annual costs for Strategy and Policy Officer (Empty Homes)

Post Title	No of Posts (FTE)	Grade SCP	Hourly Rate	Annual Salary	Total costs/Officer (including on costs)	Total cost
Strategy and Policy Officer (Empty Homes)	1.0	Grade 3, Level 2-4 SCP 74	£21.25	£38,675	£51,438	£51,438

8. Financial implications

- 8.1. The ongoing cost of the additional post will be £0.051 million recurring, and will require £0.020m for an ongoing annual operational budget. Funding of £0.052 million, will be provided by SEHP, over the next two years to assist with the initial implementation of this service, with the balance met from revenue collected from the levy on empty homes, as noted in 5.3.
- 8.2. The monitoring and reporting arrangements which will be put in place will include a financial assessment of the impact of the revised approach to service.

9. Climate Change, Sustainability and Environmental Implications

- 9.1. This report does not introduce a new policy, function or strategy which impacts on the natural environment, climate change or sustainability.
- 9.2. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no strategic environmental assessment is required.

10. Other implications

- 10.1. Establishment of the post will enable the Council to further develop services which will align with the national network and will improve the support the council currently provides to help bring empty homes back into use.
- 10.2. The content of this report will contribute to the evidence to support the requirements of the Annual Assurance Statements.

11. Equality Impact Assessment and Consultation Arrangements

- 11.1. 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.
- 11.2. Consultation has taken place with Finance and Corporate Resources on the proposed details within this report.
- 11.3. Consultation continues with the Scottish Empty Homes Partnership.

Daniel Lowe

Executive Director (Housing and Technical Resources)

Paul Manning

Executive Director (Finance and Corporate Resources)

18 December 2019

Links to Council Values/Ambitions/Objectives

- ◆ Focused on people and their needs
- ◆ Accountable, effective, efficient and transparent
- ◆ Achieve results through leadership, good governance and organisational effectiveness
- ◆ Make communities safer, stronger and sustainable
- ◆ Improve the availability, quality and access of housing
- ◆ Work with communities and partners to promote high quality, thriving and sustainable communities

Previous References

- ◆ None

List of Background Papers

- ◆ South Lanarkshire Local Housing Strategy 2017-2022
- ◆ Scottish Empty Homes Partnership Survey Response 2019/20
- ◆ Letter from Kevin Stewart MSP, Minister for Local Government, Housing and Planning
- ◆ Transcript of evidence from the Local Government and Communities Committee 5 June 2019
- ◆ Letter from the Scottish Government's Local Government and Communities division

Contact for Further Information

If you would like further information, please contact:-

Annette Finnan, Head of Housing Services, Housing and Technical Resources

Ext: 4595 (Phone: 01698 454595)

E-mail: annette.finnan@southlanarkshire.gov.uk

Report

12

Report to: **Housing and Technical Resources Committee**
 Date of Meeting: **5 February 2020**
 Report by: **Executive Director (Housing and Technical Resources)**

Subject: **Policy and Strategy Review Schedule**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ request approval for the Policy and Strategy Review Schedule for Housing and Technical Resources

2. Recommendation(s)

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

- (1) that the Policy and Strategy Review Schedule as attached at Appendix 1, be approved; and
- (2) that the outcome of policy and strategy reviews be reported to future Committees in line with the schedule.

3. Background

- 3.1 To support ongoing and systematic service improvement process, a formal policy review schedule was established in October 2011 and reviewed on an annual basis, with the last update to Committee on 23 January 2019.
- 3.2. The policy review schedule assists annual service planning by providing a clear timeframe for the formal review of all key housing policies. The review schedule also enables the annual work plan for tenant/customer involvement to be prepared and thereby provides a basis for the Council to ensure that its statutory obligations for engagement with service users about policy matters are delivered.
- 3.3. This report requests approval for an updated Policy and Strategy Review Schedule. The updated schedule also reflects changes in the local and national policy context, including legislative and regulatory changes.

4. Outline of the Policy and Strategy Review Schedule

4.1. The policy and strategy review schedule (Appendix 1) sets out:-

- ◆ details of the policy and strategy
- ◆ the frequency of reviews
- ◆ when the review is scheduled to take place

4.2. As part of the policy review process, the associated procedures and protocols which give effect to the policy and support the delivery of relevant services are also considered and reviewed as appropriate. This ensures that scope for service improvements are also considered as part of the review process.

- 4.3. The scope of the policy areas covered by the schedule is consistent with the key service areas which are considered by the Scottish Housing Regulator's regulatory framework. In summary these are:-
- ◆ allocation of housing
 - ◆ rent management
 - ◆ tenancy and estate management services
 - ◆ repairs, maintenance and improvement
 - ◆ gypsy/travellers
 - ◆ tenant participation
 - ◆ homelessness
- 4.4. In addition to the policy areas noted in paragraph 4.3, the review also incorporates the key housing and other strategies which the Resource has lead responsibility for within the Council.
- 4.5. The previous Policy and Strategy review Schedule noted that the South Lanarkshire Council Homelessness Policy was scheduled to be reviewed during 2019/2020. However, the South Lanarkshire Local Housing Strategy 2017 to 2022, approved at Executive Committee on 30 August 2017, and the Rapid Rehousing Transition Plan 2019-24, approved by Housing and Technical Resources Committee on 23 January 2019, define the Council and its partners approach to preventing and alleviating homelessness. In addition, the priority given to applicants for housing, as assessed as being homeless in terms of the relevant legislation, is contained within the Allocation Policy approved in 2019. In light of this, it is therefore considered that there is no requirement for a separate Homelessness Policy. As such, it is proposed that the Homelessness Policy be removed from the schedule.
- 5. Next Steps**
- 5.1. The schedule will inform the next round of Resource and Service Plans for 2021/2022 and will be used to establish a joint programme for customer engagement.
- 5.2. The proposed frequency of review is considered appropriate to the individual policy or strategy area, with the period reflecting the nature of the policy area. In some circumstances, linked to legislative and regulatory changes, there may be a requirement for policy areas to be revised within a scheduled period. An updated schedule will be presented to Committee on an annual basis which will advise of progress and any amendments to the schedule.
- 5.3. Committee will continue to be updated fully and separately in relation to the development of the specific policies and strategies contained within the schedule.
- 6. Employee Implications**
- 6.1. There are no employee implications associated with this report.
- 7. Financial Implications**
- 7.1. There are no financial implications associated with this report.
- 8. Climate Change, Sustainability and Environmental Implications**
- 8.1. This report does not introduce a new policy, function or strategy which impacts on the natural environment, climate change or sustainability.

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

9. Other Implications

- 9.1. The content of this report will contribute to the evidence to support the requirements of the Annual Assurance Statements.

10. Equality Impact Assessment and Consultation Arrangements

- 10.1. On an ongoing basis discussions have taken place with tenants representatives on the future programme for tenant engagement. These discussions are reflected in the proposed schedule. The schedule provides a basis for discussion with tenants and other service users to facilitate the planning of future service user engagement.
- 10.2. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.

Daniel Lowe

Executive Director (Housing and Technical Resources)

18 December 2019

Link(s) to Council Values/Ambitions/Objectives

- ◆ Improve the availability, quality and access of housing
- ◆ Work with communities and partners to promote high quality, thriving and sustainable communities

Previous References

Housing and Technical Resources Committee, 23 January 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:-

Aileen Muir, Strategy and Policy Officer

Ext: 4121 (Tel: 01698 454121)

Email: aileen.muir@southlanarkshire.gov.uk.

Appendix 1: Policy and Strategy Review Schedule (Revised February 2020)

Strategy and Policy		Review frequency	Date of next review	Comments
1.	Rapid Rehousing Transition Plan	5 yearly	2023/24	This will be subject to annual review in line with the SHIP.
2.	Strategic Housing Investment Plan (SHIP)	Annually	2020/21	
3.	Local Housing Strategy	5 yearly	2021/22	
4.	Customer Involvement Strategy	5 yearly	2021/22	
5.	Home Improve/Scheme of Assistance Grants	5 yearly	2020/21	
6.	Rent Management Policy	5 yearly	2019/20	Currently subject to consultation. Revised Rent Management Policy to be presented to Housing and Technical Resources Committee 1 April 2020 and for approval at Executive Committee on 13 May 2020.
7.	Homelessness Policy	5 yearly	2019/20	Incorporated into Local Housing Strategy and Rapid Rehousing Transition Plan
8.	Gypsy/Travellers Pitch Allocation Policy	6 yearly	2019/20	Currently subject to consultation. Revised Pitch Allocation Policy to be presented to Housing and Technical Resources Committee on 5 February 2020 and for approval at Executive committee on 26 February 2020.
9.	Tenancy and Estate Management Policy	5 yearly	2020/21	
10.	Anti-social Behaviour Policy	4 yearly	2020/21	
11.	Anti-social Behaviour Strategy	4 yearly	2023/27	
12.	Repairs Policy	5 yearly	2023/24	
13.	Housing Allocation Policy	5 yearly	2024/25	

Report

13

Report to: **Housing and Technical Resources Committee**
 Date of Meeting: **5 February 2020**
 Report by: **Executive Director (Housing and Technical Resources)**
Executive Director (Finance and Corporate Resources)

Subject: **Re-design of Out of Hours Emergency Repairs Service**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ update the Committee on progress with the negotiations with Trades Unions in developing a revised model of service delivery for the Out of Hours Emergency Repairs Service

2. Recommendation(s)

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

- (1) that progress with the negotiations with the Trades Unions be noted; and
- (2) that the amended proposal for the Re-design of the Out of Hours Emergency Repairs Service, as detailed within Section 6 of this report, be approved for implementation.

3. Background

3.1. At the Housing and Technical Resources (Special) Committee meeting held on 6 February 2019 an efficiency saving was proposed, which related to a “Re-design of the Out of Hours Standby Service”. Following a discussion on this proposal the Committee agreed to recommend to the Executive Committee that:-

- ◆ over the next 6 months the Executive Director (Housing and Technical Resources) to continue to negotiate with the Unions to devise a new service delivery model and begin implementation as early as possible
- ◆ the Executive Director (Housing and Technical Resources) should bring a paper to the Housing and Technical Resources Committee outlining the mutually agreed model for implementation in 2020/2021
- ◆ the Executive Director (Housing and Technical Resources) should bring a report to a future meeting of the Housing and Technical Resources Committee and Executive Committee at the end of 6 months and update on progress

3.2. The Executive Committee meeting held on 13 February 2019 approved the recommendations made by the Housing and Technical Resources (Special) Committee subject to a further amendment to remove the word “mutually” from the second recommendation.

- 3.3. In line with the actions agreed by the Committees as noted above, an update report was placed on the agenda for the Housing and Technical Resources Committee on 4 September 2019, however this was subsequently withdrawn by the Chair of the Committee immediately prior to the meeting, following a communication issued by the Unite the Union convenor, in order to allow elected members adequate time to consider this information.
 - 3.4. Subsequently it was agreed to hold further meetings, to discuss the issues raised by the Trades Unions. Two further meetings have since taken place, on 3 October 2019 which included representatives from the political groups, Trades Unions and service management as well as a further meeting of elected members held on 16 December 2019.
- 4. Current Out of Hours Emergency Repairs Service Arrangements**
- 4.1. As part of the ongoing work across the Resource to minimise the financial implications of premium cost overtime, Property Services established a group to review overtime payments.
 - 4.2. The Overtime Review Group is chaired by the Head of Property Services and consists of operational service managers from the Building Services Contracts and Maintenance Sections, officers from Finance, Personnel, and representatives from Trades Unions. The meetings of the Group commenced in 2017 and remain ongoing.
 - 4.3. The largest area of overtime spend was identified as being within the service related to the Out of Hours Emergency Repairs Service and a review of this service commenced to assess any options for service re-design.
 - 4.4. The Out of Hours Emergency Repairs Service is currently delivered by trades operatives from Property Services through a voluntary standby arrangement.
 - 4.5. This arrangement involves a rota of approximately 100 trades operatives, who provide cover for the Out of Hours Emergency Repairs Service in one week blocks.
 - 4.6. Depending on availability, operatives can be allocated multiple numbers of weeks standby over the course of any year and the payments for this are as set out in the nationally agreed COSLA Schedule for Standby Duty for Officers other than Social Work Officers.
 - 4.7. Operatives currently receive a fixed payment of £90.95 per week for being on standby with an additional call out payment of £14.52 for the 2 hour period following the initial call-out. Operatives are also entitled to an overtime payment from the time they receive the call until they return home.
 - 4.8. In addition to the direct payments made to operatives, there are further costs incurred by the Repairs Service relating to Out of Hours repairs, including:-
 - ◆ overtime payments to operatives when daytime repair work extends beyond the operatives' normal working day
 - ◆ operatives working on the Out of Hours Emergency Repairs Service are entitled to a minimum 11 hour rest period following completion of their last repair. As a result of this, service teams need to re-plan and re-programme scheduled works depending on an operative's availability on the day following their out of hours work.

- 4.9. The full cost of the Out of Hours Emergency Repairs Service in financial year 2016/2017, when the review of the current arrangement commenced, was £0.673 million. A breakdown of this is noted in Table 1 below:-

Table 1

Trades	On Call Allowance	Standby Allowance	Overtime Payments	Total Additional
Electrician x 3	£0.026 m	£0.013 m	£0.139 m	£0.178 m
Joiner x 3	£0.033 m	£0.013 m	£0.159 m	£0.205 m
Plumber x 3	£0.034 m	£0.013 m	£0.173 m	£0.220 m
Total	£0.093 m	£0.039 m	£0.471 m	£0.603 m
Cost of Rest Periods				£0.040 m
Cost of overtime to cover extended daytime repairs				£0.030 m
Total				£0.673 m

5. Proposal for a Re-designed Out of Hours Emergency Repairs Service

- 5.1. During the first stage of the review of the Out of Hours Emergency Repairs Service, a detailed analysis of the demand in 2016/2017 was carried out, which identified that a total of 9,181 repairs/calls were attended/received. The assessment of when these repairs took place determined:-

- ◆ Between 4.00pm – midnight Monday to Friday
 - average of 14.47 jobs per day
- ◆ Between midnight – 8.00am Monday to Friday
 - average of 1.18 jobs per day
- ◆ Between 1.00pm – 4.00pm Friday
 - average of 16.83 jobs per day
- ◆ Saturdays and Sundays
 - average of 17 jobs per day

- 5.2. From this information it was determined that premium overtime payments could be reduced through the establishment of a dedicated workforce to provide the service. Using the statistical information on the number of calls received and the time period they were received in, it was further concluded that the most efficient and effective model of delivery would be through two dedicated teams of 9 operatives, each comprising 3 plumbers, 3 joiners and 3 electricians. The teams would be required to work on a shift pattern which reflected the anticipated demand of the service, as follows:-

- ◆ Monday to Friday - 1.00pm to midnight
- ◆ Saturday and Sunday - Staggered start times covering from 8.00am to midnight

- 5.3. The teams would work on a weekly rotating pattern of 4 days working and 4 days rest, with the active team also providing emergency cover from midnight until the new shift commenced at 8.00am through a standby arrangement whereby 1 operative from each trade would remain “on call” over this period.

5.4. The additional benefits to be derived from this proposal include:-

- ◆ the re-designed service will have additional in-built resilience, as it will be contractual and not be reliant on volunteers
- ◆ response times are anticipated to improve as, for the majority of calls, operatives will be available to be dispatched as soon as the call is received
- ◆ increased opportunity to complete all works needed on the initial visit
- ◆ the service will be dedicated to emergency calls only, however, based upon the ongoing assessment of demand, it is considered likely that there will be capacity within the teams, to allow for some additional functionality to be considered
- ◆ service disruption due to operatives working on the Out of Hours Service not being available during the next working day due to the required rest time will be avoided
- ◆ 3 new additional fixed term jobs will be created for the first year, whilst a full assessment is carried out on the actual demand against that which was forecast and if required these will be made permanent

5.5. The initial financial assessment of the proposed re-designed service noted that it would deliver an estimated saving of £425,000 per year.

6. Negotiations with Trades Unions

6.1. Following the special meeting of the Housing and Technical Resources Committee held on 6 February 2019, and the Executive Committee held on 13 February 2019, the Executive Director (Housing and Technical Resources) convened a series of meetings with Trades Unions representatives.

6.2. During the initial meetings the Trades Unions did not propose any alternative delivery models they wished to be considered to the model, noted in Section 5 above, and there were no operational issues identified which would prevent the proposed re-designed service to be implemented. The focus of the discussions was therefore on reaching a compromise to the Terms and Condition package for this proposal and to respond to any areas of concern raised by the Trades Unions. This led to amendments to the original proposal as noted below:-

- ◆ Approved Electrician and Advanced Plumber grade to be retained if the operatives are engaged in the new team
- ◆ increased working week from the originally proposed 35 hours to the 37 hours, to enable operatives to maintain their current contractual hours
- ◆ altered start and finish times and reduced break times
- ◆ standby payment to be contractual and included within the operative's salary.

6.3. A financial assessment of these amendments to the original proposal noted that this would reduce the estimated saving to £253,000 per year.

6.4. Following development of the improved terms and conditions package, Trades Union representatives undertook engagement with their members. The feedback from this engagement from those who attended was that there was very limited interest in participating in the proposed service delivery model.

7. Alternative Service Delivery Model Proposal

7.1. At the review group meeting held on 26 June 2019, the Unite the Union deputy convenor who was in attendance stated a wish to present an alternative option for the delivery of the Out of Hours Emergency Repairs Service. This was subsequently confirmed on 3 July 2019 as being:-

Proposal to revert to previous standby arrangements

Service split into 3 geographical areas

- Area 1 (East Kilbride, Rutherglen and Cambuslang)

- Area 2 (Hamilton, Bothwell, Uddingston, Larkhall)

- Area 3 (Clydesdale)

One of each trade in every area from 4.30pm – 8.00am

- payment

- on call allowance £150

- £25 per job and overtime payments to commence after 2 hours.

- 7.2. Financial modelling of this proposal was undertaken by Finance and Corporate Resources, based on the 2016/2017 base position (Table 1) with inflation added to bring the estimated costs up to 2019/2020 levels.

Table 2 – Financial Assessment of Unite the Union Proposal

Cost	Current	Proposed
Standby Allowance	£90.95 per week x 9	£150 per week x 9
On Call Duties	£14.52 rate per call	£25 rate per call
Overtime Payments	£509,650	Saving £158,173
Rest Periods	£ 43,820	£ 43,820
Overtime to cover extended daytime repairs	£ 32,460	£ 32,460
Total Cost	£731,299	£727,576
Change to Current Costs		£ 3,724

- 7.3. The financial impact of moving from the current model to the alternative model proposed was assessed as a net saving of £3,724.
- 7.4. Advice on the proposal was also provided by Personnel Services and it was confirmed that it was not in line with the nationally agreed COSLA Schedule for Standby Duty for Officers other than Social Work Officers, currently in place across all other council services. Any change to this agreed position would firstly require to be further reviewed as there may be implications for other Resources and Services delivered by the Council.
- 8. Recommendations**
- 8.1. Following the meeting held with representatives of the political groups, Trades Unions and service management held on 3 October 2019, it was decided to carry out an exercise to assess the level of interest in participating in the new model from the existing workforce. Correspondence was issued to trades operatives within both the Building Services Maintenance and Contracts teams to ask if they would be interested in participating in the proposed new team. There were nine positive responses from 1 plumber, 2 electricians and 6 joiners received.
- 8.2. On the basis of the above, it is therefore recommended that the option for the re-designed Out of Hours Emergency Repairs Service, as set out within Section 6 of this report, incorporating the amended terms and conditions agreed with the Trades Unions, be agreed for implementation.

9. Employee Implications

- 9.1. If approved the recommended option will be communicated and trades operatives will be asked if they wish to participate in the new Out of Hours Emergency Repairs Service. It is planned that the team will initially be filled from the existing workforce, within the current establishment. Should there not be sufficient take up from the existing workforce, the service will look to recruit to the posts externally using vacancies from the existing establishment.
- 9.2. In addition, the following posts will be added to the Housing and Technical Resources establishment on a fixed term basis for 1 year. These posts have been graded using the Council's job evaluation scheme:-

Post	Proposed Number of Posts (18 FTE transferred to dedicated service)	Grade	SCP Range	Hourly Rate	Annual Salary	Gross Cost (inc on costs 30.3%)
Building Services Operative (Trade)	3.0	G2 L4 - G3 L2	SCP 55 - 65	£16.04 - £18.06	£30,018 - £34,840	£117,339 - £136,191

- 9.3. Following implementation, workload and staffing across the Maintenance Service will be continually assessed as part of the Service's ongoing workforce planning.

10. Financial Implications

- 10.1. The proposed changes to existing service delivery as recommended in paragraph 8.2. are summarised below detailing the proposed saving of £0.253 million:-

Trades	Existing Model	Revised Model	Total Movement
18 Staff FTE	£0.719 m	£0.868 m	(£0.149 m)
Standby Allowance	£0.093 m	£0.031 m	£0.062 m
On Call Allowance	£0.040 m	£0.015 m	£0.025 m
Cost of Rest Periods	£0.040 m	£0.013 m	£0.027 m
Overtime	£0.471 m	£0.063 m	£0.408 m
3 Additional FTE	£0.000 m	£0.120 m	(£0.120 m)
Total	£1.363 m	£1.110 m	£0.253 m

- 10.2. As noted in 5.4 above, the revised model includes 3 new fixed term posts for the first year, whilst a full assessment is carried out on the actual demand against the forecast. Once this assessment is complete the establishment will be adjusted as required.

11. Climate Change, Sustainability and Environmental Implications

- 11.1. There are no issues in relation to climate change, sustainability and environment included in this report.

12. Other Implications

- 12.1. Negotiations with the Trades Unions in order to best address any issues raised the terms and conditions package on offer to operatives engaged on this Service have been ongoing since March 2019.

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. Following the Executive Committee on 13 February 2019 employees were informed of the process of negotiation to be undertaken and Trades Unions further consulted with their members over the course of June 2019.
- 13.3. Should the proposals for the re-designed service be approved, the intention would be to offer the opportunity to engage in the new service to the existing workforce within Property Services and carry out the recruitment through April and May 2020.
- 13.4. Operatives currently volunteering for the existing standby system will be kept fully informed of any changes and the timescales for these.

Daniel Lowe

Executive Director (Housing and Technical Resources)

Paul Manning

Executive Director (Finance and Corporate Resources)

7 January 2020

Link(s) to Council Values/Ambitions/Objectives

- ◆ Focused on people and their needs
- ◆ Accountable, effective, efficient and transparent
- ◆ Ambitious, self-aware and improving
- ◆ Excellent employer
- ◆ Improve the availability, quality and access of housing

Previous References

- ◆ Housing and Technical Resources Committee, 7 February 2019
- ◆ Executive Committee, 13 February 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:-

Frank McCafferty, Head of Property Services

Ext: 845 4073 (Tel: 01698 454073)

E-mail: frank.mccafferty@southlanarkshire.gov.uk

Report

14

Report to:	Housing and Technical Resources Committee
Date of Meeting:	5 February 2020
Report by:	Executive Director (Housing and Technical Resources)

Subject:	2 King Street, Larkhall - Lease to Larkhall Christians Together on Concessionary Terms
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ advise of the request to grant a 10 year lease of 2 King Street, Larkhall on the same concessionary terms as the current short term lease

2. Recommendation(s)

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

- (1) that the community facility at 2 King Street, Larkhall, be leased to Larkhall Christians Together (a Scottish Charitable Incorporated Organisation), at a concessionary rental of £1 per annum, for a period of 10 years; and
- (2) that the Executive Director (Housing and Technical Resources), in conjunction with the Head of Administration and Legal Services, be authorised to conclude all matters in respect of the extension of the existing concessionary lease.

3. Background

- 3.1. The Executive Committee, at its meeting of 8 March 2017, approved the creation of a lease to Larkhall Christians Together for a period of one year on concessionary rental terms. The initial project was to reopen the former public toilets and create a community facility where people could obtain information on the services and activities available within the area as well as provide space to hold meetings.
- 3.2. By the end of that 1 year lease the organisation do not feel they had a sufficient number of community activities in place to justify seeking to progress a Community Asset Transfer by purchase. Instead a 2 year extension of the lease was subsequently approved by the Executive Committee at its meeting on 27 June 2018 to enable Larkhall Christians Together to further develop the activities delivered from this location.
- 3.3. The lease is due to end on 2 August 2020 and Larkhall Christians Together have approached the Council requesting a new longer term lease. The organisation do not consider outright ownership of the property an option at the moment and are requesting instead a 10 year lease agreement.

- 3.4. Larkhall Christians Together Trust is a Scottish Charitable Incorporated Organisation (SCO47032) and in support of their request for a longer lease the organisation has provided a summary of the activities delivered through the project to date and a business plan setting out the risks, benefits and financial arrangements for the future of the facility known as The Lighthouse.
- 3.5. During the first full year of operation the facility was operated by 20 volunteers and had a total of 6079 visits. As well as the public toilets, the facility is a base for a variety of activities and local information, including a listening service, a book group, various craft groups and language lessons. Feedback from users of the facility has been very positive.
- 3.6. Over and above the services delivered to the local community, the team of volunteers have developed a range of skills and future proposals include the potential for creating a staff post to help develop further the range of activities available.
- 3.7. At present the financial viability of the project is marginal and relies on donations to support its operation, however the business plan sets out proposals for income generation that will see the operating costs fully covered within the next 4 years.

4. Proposal

- 4.1. It is proposed that 2 King Street, Larkhall be leased to Larkhall Christians Together Trust on the following principal terms and conditions:-

- ◆ The lease will be for the period of 10 years
- ◆ The date of entry will be 3 August 2020 or an earlier date by agreement
- ◆ The rental will be £1 per annum
- ◆ The property will be used as a community facility and public toilets
- ◆ The tenants will be responsible for all repairs, maintenance and insurance, including any dilapidation works required at the end of the lease
- ◆ The Council will insure the building and recover the insurance premium from the tenant
- ◆ The tenants will be responsible for any rates, water rates and utility costs
- ◆ Each party will bear their own legal expenses

5. Employee Implications

- 5.1. There are no employee implications.

6. Financial Implications

- 6.1. The grant of the lease at £1 per annum removes a potential capital receipt to the Council of approximately £30,000 to £40,000. The estimated full market rental value is estimated as around £3,200 per annum.
- 6.2. The lease will reduce the Council's revenue liability in terms of the rates, maintenance, insurance and security of the property.

7. Climate Change, Sustainability and Environmental Implications

- 7.1. There are no climate change, sustainability or environmental implications in terms of the information contained within this report.

8. Other Implications

- 8.1. If the lease were not to proceed that property would be surplus to the council's operational requirements and following circulation in the property bulletin would be marketed for sale. There would be a loss of services delivered, including access to the public toilet, and the associated community benefits.

9. Equality Impact Assessment and Consultation Arrangements

- 9.1. Consultation has previously taken place with Community Resources, Planning, Legal, Finance and Regeneration Services. Larkhall Christians Together have also carried out a survey of their volunteers and a survey of facility users in developing their business plan.
- 9.2. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required.

Daniel Lowe

Executive Director (Housing and Technical Resources)

23 December 2019

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent
- ◆ Make communities safer, stronger and sustainable

Previous References

- ◆ Executive Committee, 27 June 2018
- ◆ Executive Committee, 8 March 2017

List of Background Papers

- ◆ Larkhall Christians Together Business Plan

Contact for Further Information

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

Frank McCafferty, Head of Property Services

Ext: 4073 (Tel: 01698 454073)

E-mail: frank.mccafferty@southlanarkshire.gov.uk

Report

15

Report to: **Housing and Technical Resources Committee**
 Date of Meeting: **5 February 2020**
 Report by: **Executive Director (Housing and Technical Resources)**

Subject: **Acquisition of 13 St Vincent Place, Lanark**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ request approval to acquire 13 St Vincent Place, Lanark for the Estates Portfolio

2. Recommendation(s)

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

- (1) that the terms and conditions for the acquisition of 13 St Vincent Place, Lanark, as set out in section 4 of this report, be approved
- (2) that the Executive Director (Housing and Technical Resources), in conjunction with the Head of Administration and Legal Services, be authorised to conclude all other matters pertaining to the acquisition of 13 St Vincent Place, Lanark and to enter into the necessary legal agreements on the terms which are in the best interests of the Council

3. Background

- 3.1. South Lanarkshire Council, under the auspices of Education Resources (Universal Connections) occupy the property at 13 St Vincent Place, Lanark.
- 3.2. The property is located within a range of 3 storey units with retail and commercial use on the ground floor and residential on the upper 2 floors. Lanark Universal Connections have converted all 3 floors to provide a facility with a total area of 215.23 m² (2,317 ft²).
- 3.3. The building at 13 St Vincent Place, Lanark is leased from Chesnutt Skeoch Ltd on a 25 year lease, expiring on 31 December 2019, however, the lease is continuing on tacit relocation while negotiations take place.
- 3.4. The current rental for the building is £22,500 per annum and should the lease end, the Council's dilapidations liability under the current lease is estimated to be in the region of £80,000. However, the property is in good condition and is considered suitable for Universal Connection purposes for the foreseeable future.
- 3.5. The landlord of the property is retiring and approached the Council to ascertain whether the Council would be interested in either acquiring the building or alternatively, entering into a new long term lease prior to the landlord selling on the open market.

- 3.6. Should the Council choose not to purchase of the property, the landlord would require Education Resources/ Universal Connections to enter into a new 10 year lease, failing which the service would require to move to alternative premises. In this scenario the rental level would be reviewed to £23,000 pa.
- 3.7. This opportunity has been discussed with Education Resources and consideration given to a number of options including relocating the service to alternative accommodation in the Lanark area, however, the option to remain at this property is operationally preferred due to the location of the property and the accommodation it provides.
- 3.7. Under the long lease option the Council would incur rental expenditure of a minimum of £230,000 excluding dilapidations and at the termination in 2030 have no asset. The proposal to purchase the property, therefore, represents best value to the Council.
- 3.8. The opportunity to purchase is not accounted for in the current capital programme. The Council has a Commercial Lease Portfolio managed by Property Services, known as the Estates Portfolio. There are funds held by the Estates Portfolio from previous legal land settlements which can meet the purchase price of £222,500. It is proposed therefore that the property is acquired by the Estates Portfolio and Education Resources remain in occupation.
- 3.9. The ownership of the property will allow the Council to control and appropriately phase any repairs and maintenance programme for the property which it would be unable to do if the property was in private ownership.
- 3.10. The property being originally converted from retail and residential properties has alternative use value and should, at some future date, Education Resources no longer require the property for service delivery, the subjects could either be sold or converted to residential and commercial use.

4. Proposal

- 4.1. It is proposed to acquire a building at 13 St Vincent Place, Lanark from Chesnutt Skeoch Ltd, subject to the following principal conditions:-

1. The purchase price to be £222,500 exclusive of VAT.
2. On completion of the acquisition, the existing lease will be terminated.
3. There will be no ongoing dilapidations and repairs liability (circa £80,000) due to the landlord under the existing lease.
4. Each party will be responsible for their own legal fees.
5. Upon completion, the property will be subject to an internal tenancy agreement between Housing and Technical Resources (General Services) and Education Resources (Universal Connections), with rental income being internally transferred.

5. Employee Implications

- 5.1. There are no employee implications.

6. Financial Implications

- 6.1. There are funds held by Estates Portfolio from previous legal land settlements which will meet the purchase price of £222,500. There will be no liability for the £80,000 liability for dilapidations and the £22,500 pa rental will be retained within the Council.

- 6.2. Land and Buildings Transaction Tax will be applicable on the acquisition which is payable by the Council.
- 7. Climate Change, Sustainability and Environmental Implications**
- 7.1. There are no climate change, sustainability or environmental implications in terms of the information contained in this report.
- 8. Other Implications**
- 8.1. There are no implications for risk in terms of the information contained in this report.
- 9. Equality Impact Assessment and Consultation Arrangements**
- 9.1. Consultation has been undertaken with Education Resources and Universal Connections, Finance and Legal Services regarding the proposals.
- 9.2. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and, therefore no impact assessment is required.

Daniel Lowe
Executive Director (Housing and Technical Resources)

6 November 2019

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent

Previous References

- ◆ None

List of Background Papers

- ◆ None

Contact for Further Information

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

Frank McCafferty, Head of Property Services

Ext: 4073 (Tel: 01698 454073)

E-mail: frank.mccafferty@southlanarkshire.gov.uk

Report

16

Report to: **Housing and Technical Resources Committee**
 Date of Meeting: **5 February 2020**
 Report by: **Executive Director (Housing and Technical Resources)**

Subject: **Disposal of land at Eaglesham Road, Jackton**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ request approval for the disposal of the site, currently held under option at Eaglesham Road, Jackton to BMJ Property Limited (or assignees or nominees)

2. Recommendation(s)

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

- (1) that the option site at Eaglesham Road, Jackton, extending to 1.59 hectares (3.93 acres), or thereby, be disposed of to BMJ Property Limited (or assignees or nominees) for the sum of £700,000, exclusive of VAT, and in terms of the principal conditions contained in Section 4 of this report; and
- (2) that the Executive Director (Housing and Technical Resources), in conjunction with the Head of Administration and Legal Services, be authorised to conclude all other matters pertaining to the disposal of the property and to enter into the necessary legal agreements on terms which are in the best interests of the Council.

3. Background

- 3.1. The Council own an area of land, extending to 1.59 hectares (3.93 acres), or thereby at Eaglesham Road, Jackton, as shown on the attached plan. The site is the subject of an option agreement with BMJ Property Limited, the owner of the adjoining land, which is part of the East Kilbride Community Growth Area.
- 3.2. The option agreement was concluded on 26 July 2004 for a term of 40 years for the disposal of the land at 100% of market value, subject to the deduction of abnormal costs. An essential condition of the option agreement is that the option can only be exercised following the grant of detailed planning consent.
- 3.3. Detailed planning consent has not yet been applied for and the option holder will not now be the developer of the site but rather intends to dispose of both interests to a developer who will obtain the necessary consents and take forward the development.
- 3.4. The option land provides a preferred, but not essential, access to the larger site and as part of the viability assessment of the development there requires to be agreement on the acquisition of the land in the Council's ownership to establish whether or not it will form part of the overall development or remain undeveloped and under option.

- 3.5. The option holder is now seeking to acquire the Council's land as an adjoining owner rather than exercise the option, and negotiations were entered into regarding the potential sale of the site.

4. Proposal

- 4.1. It is proposed to dispose of the option site at Eaglesham Road, Jackton, extending to 1.59 hectares (3.93 acres), or thereby, as shown on the attached indicative plan, to BMJ Property Limited (or assignees or nominees)) subject to the following principal conditions:-

1. The purchase price shall be £700,000, exclusive of VAT. There will be no further deductions for infrastructure, ground condition or other associated contributions.
2. The purchaser will be responsible for payment of the Council's legal fees. Subject to a cap of £15,000.
3. The purchase will be solely conditional on the grant of detailed planning consent for the site which will be required to be obtained within 24 months from conclusion of missives (or alternative timescale to be agreed) subject to the parties signing the Section 75 for the northern segment of the Community Growth Area.
4. The price shall be indexed linked on an upwards only basis, from the date of conclusion of missives until settlement, based on the Halifax House price index (or suitably agreed alternative).
5. As part of the missives for this transaction there will be a provision terminating the previous option missives/rights, with the result that the only remaining rights to the property would be under the new (conditional) missives.

5. Employee Implications

- 5.1. There are no employee implications.

6. Financial Implications

- 6.1. Disposal of the property will generate a receipt of £700,000 (seven hundred thousand pounds) index linked, for the Council's General Services account in year 2020/2021 or 2021/2022, subject to planning.

7. Climate Change, Sustainability and Environmental Implications

- 7.1. There are no climate change, sustainability or environmental implications in terms of the information contained within this report.

8. Other Implications

- 8.1. If the proposal did not proceed, the risk to the Council would be that the site would remain undeveloped and under option for the remaining 25 years of the option agreement.
- 8.2. Notwithstanding the Option, it is considered that the land would have very limited independent development potential as it is zoned green space, has particularly poor ground conditions.

9. Equality Impact Assessment and Consultation Arrangements

- 9.1. All necessary consultations with Planning, Roads and Legal Services have taken place and the proposed use is compliant with planning policy.
- 9.2. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.

Daniel Lowe
Executive Director (Housing and Technical Resources)

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent
- ◆ Achieve results through leadership, good governance and organisational effectiveness
- ◆ Improve the availability, quality and access of housing

Previous References

- ◆ Estates Committee, 23 August 2005

List of Background Papers

- ◆ None

Contact for Further Information

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

Frank McCafferty, Head of Property Services

Ext: 4073 Tel: 01698 454073)

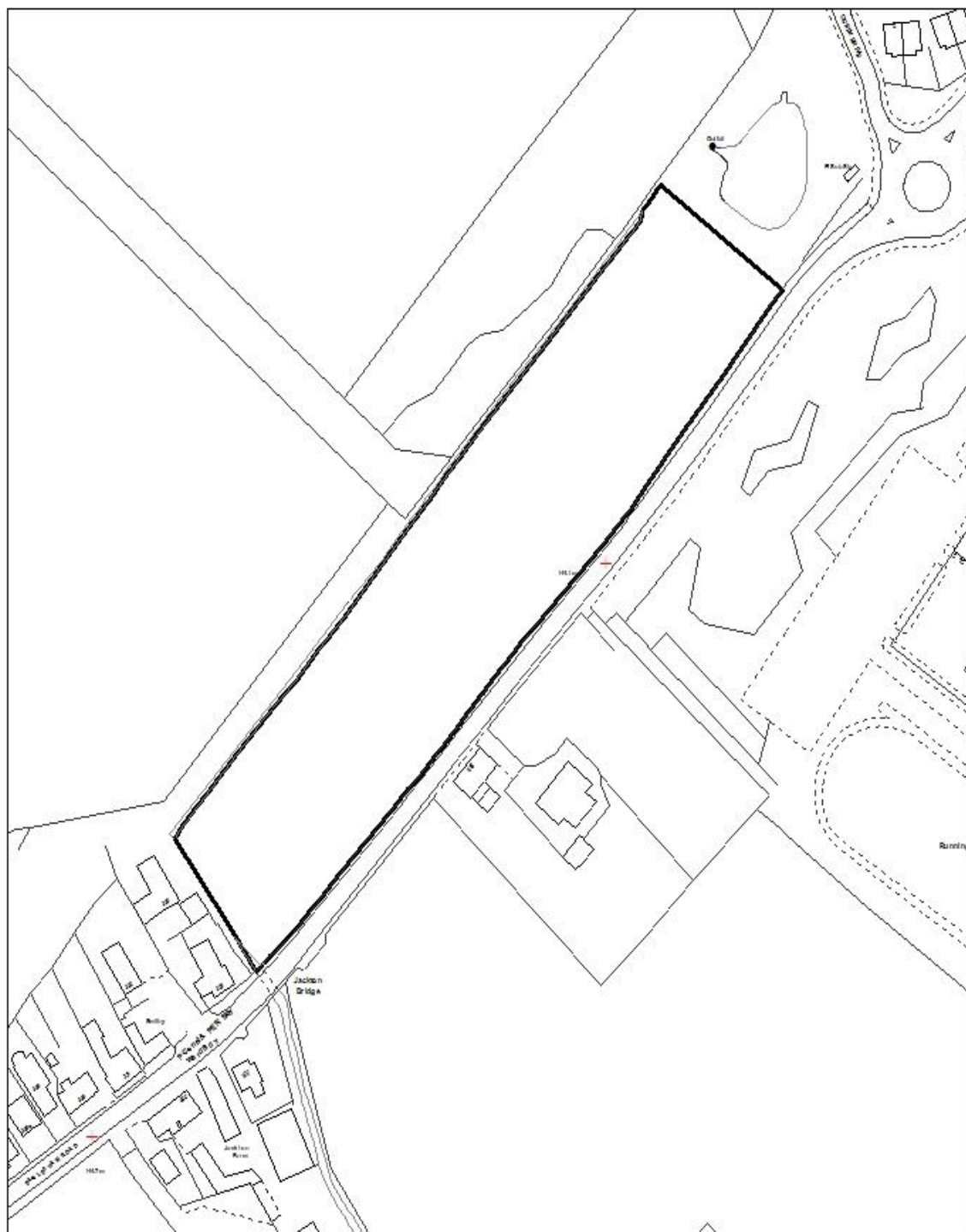
email: frank.mccafferty@southlanarkshire.gov.uk

LOCATION PLAN - For Committee Purposes Only

Eaglesham Road
Jackton



HOUSING AND TECHNICAL



Ordnance Survey



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Ordnance Survey 100020730.

Contents outlined in Black 1.59 hectares or thereby

DATE: 21/01/2020

Report

17

Report to: **Housing and Technical Resources Committee**
 Date of Meeting: **5 February 2020**
 Report by: **Executive Director (Housing and Technical Resources)**

Subject: **Proposed Lease of Ground at Seven Locations with associated Servitude Rights of Access**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ request approval to grant seven 99 year leases of ground to SP Distribution Plc at the following locations:-
 - ◆ Lanark Loch Car Park, Lanark
 - ◆ Abington Car Park, Abington
 - ◆ Smugglers Brig Road Car Park, Crossford, Carluke
 - ◆ Low Parks Museum Car Park, Hamilton
 - ◆ Chatelherault Country Park Car Park, Hamilton
 - ◆ Kildare Road Car Park, Lanark
 - ◆ Larkhall Park and Ride Car Park, McNeill Street, Larkhall
- ◆ in addition, to approve the laying of the cables and to grant a servitude right of access in favour of SP Distribution Plc to the substation and associated cables for maintenance and inspection

2. Recommendation(s)

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

- (1) that a 99 year lease of ground at the seven locations be granted to SP Distribution Plc on the main lease terms and conditions outlined in Section 4 of this report;
- (2) that consent be granted to SP Distribution Plc to construct the substations and servitude rights of access be granted to maintain and inspect the cables serving each substation; and
- (3) that the Executive Director (Housing and Technical Resources), in conjunction with the Head of Administration and Legal Services, if appropriate, be authorised to conclude all matters in respect of the grant of leases and to enter into the necessary legal agreements on terms which are in the best interests of the Council.

3. Background

3.1. On 4 February 2020, the Executive Director (Community and Enterprise Resources) submitted a report to Community and Enterprise Resources Committee advising of an Electric Vehicle infrastructure trial project involving Transport Scotland, Scottish Power Energy Networks (SPEN), North Lanarkshire Council and South Lanarkshire Council. The report sought approval to enter into the necessary legal or partnership agreements to deliver the project.

- 3.2. Working in partnership with the Scottish Government, Transport Scotland, Scottish Power Energy Networks (SPEN) and North Lanarkshire Council, proposals are currently being developed to provide an enhanced network of electric vehicle public charging infrastructure across Lanarkshire. It is estimated that around £2.5 million will be invested across South Lanarkshire with a similar amount in North Lanarkshire. All the capital funding will be provided by Transport Scotland with the works implemented by SPEN.
- 3.3. The project will see SPEN procure and install 220 electric vehicle charge points in potentially 37 locations (hubs) across South and North Lanarkshire. Some 60 of these charge points will be rapid (50kW) charge points.
- 3.4. To support the project SP Distribution Plc/SPEN has approached the Council to lease land to construct new substations at seven locations throughout South Lanarkshire. The substation sites are:-
- ◆ Lanark Loch Car Park, Lanark
 - ◆ Abington Car Park, Abington
 - ◆ Smugglers Brig Road Car Park, Crossford, Carluke
 - ◆ Low Parks Museum Car Park, Hamilton
 - ◆ Chatelherault Country Park Car Park, Hamilton
 - ◆ Kildare Road Car Park, Lanark
 - ◆ Larkhall Park and Ride Car Park, McNeill Street, Larkhall
- 3.5. The substations require to be constructed on sites extending to 25m² at these various locations, although at this stage the exact positions are under discussion. All of the locations are owned by South Lanarkshire Council and held in the Community and Enterprise Planning Account.
- 3.6. SP Distribution Plc requires a 99 year leases to site their substations and associated cabling.
- 3.7. It is an essential requirement of SP Distribution Plc that the leases for the substations are executed prior to energising the substations to allow power supply to facilitate the provision of electric vehicle charging points.

4. Proposal

- 4.1. It is proposed that the lease terms and conditions of each location are as follows:-
1. The lease will be for 99 years from the date of entry.
 2. The rent is to be £1 per annum on condition that the substations are only to facilitate the charging hubs.
 3. The subjects shall be used for construction and operation of the electricity substation. In addition, SP Distribution Plc will have a right to lay, maintain, inspect, repair and renew underground cables, pipes and ducts serving the substation.

5. Employee Implications

- 5.1. There are no employee implications.

6. Financial Implications

- 6.1. Due to the Council's involvement in the Scottish Government project and on condition that the substations will solely be to facilitate the electric vehicle project, a nominal consideration is applicable.

7. Climate Change, Sustainability and Environmental Implications

- 7.1. The public sector climate change duties and sustainability are embedded in the project, service delivery and partnership working.
- 7.2. The Council's strategies, plans and policies support communities to have more sustainability, reduce carbon emissions and adapt to a changing climate.

8. Other Implications

- 8.1. By granting this lease the Council ensures SP Distribution Plc enter into a contract which formalises their agreement to construct the substations and allows them to provide the necessary electrical supply. In addition, it grants them future occupation of the site and obliges them to maintain the site and their apparatus.
- 8.2. By not proceeding, there is a risk that SP Distribution Plc cannot be held contractually responsible for constructing the substations and that will have a detrimental impact on the delivery of a power supply to support the electric vehicle charging points.

9. Equality Impact Assessment and Consultation Arrangements

- 9.1. Consultation has been carried out with the Planning, Roads and Transportation, Community Resources and South Lanarkshire Leisure and Culture regarding the proposed substations and is essential to assist with the electric vehicle hub programme.
- 9.2. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required.

Daniel Lowe

Executive Director (Housing and Technical Resources)

10 January 2020

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent

Previous References

- ◆ None

List of Background Papers

- ◆ None

Contact for Further Information

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

Frank McCafferty, Head of Property Services

Ext: 4073 Tel: 01698 454073)

email: frank.mccafferty@southlanarkshire.gov.uk

Report

18

Report to: **Housing and Technical Resources Committee**
 Date of Meeting: **5 February 2020**
 Report by: **Executive Director (Housing and Technical Resources)**

Subject: **Notification of Contracts Awarded
1 August to 31 December 2019**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide notification to Committee of contracts awarded by Housing and Technical Resources for the supply of Goods, Services and Works, following formal tendering in excess of £50,000 during the period 1 August to 31 December 2019

2. Recommendation(s)

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

- (1) that the details of the contracts awarded by Project Services in Appendix A, be noted;
- (2) that the details of the contracts awarded by Procurement Team in Appendix B, be noted; and
- (3) that the details of the sub contracts awarded by Building Services in Appendix C, be noted.

3. Background

3.1. It is a requirement of Clause 21.8 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. Contracts Awarded

4.1. A full list of the contracts is provided in the appendices to this report.

5. Employee Implications

5.1. There are no employee implications.

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 or environmental implications in terms of the information contained within 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 is no requirement to undertake any consultation in relation to the content of this report.

Daniel Lowe

Executive Director (Housing and Technical Resources)

31 December 2019

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent

Previous References

- ◆ Housing and Technical Resources Committee, 13 November 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:-

Derek Craig, Property Manager (Consultancy Services)

Ext: 845 3517 (Tel: 01698 453517)

E-mail: Derek.Craig@southlanarkshire.gov.uk

Contracts Awarded (Project Services) 1 August – 31 December 2019

Client	Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
Housing General Fund	HGF010798.001	HQ - Beckford Street Annexe - External Wall Decoration	SLC Building Services	External Wall Decoration	£55,000.00	02/08/2019
Various	SLC/PS/HTR/18/297	Maintenance of Gent Fire Alarm Installations 2019-2022	Securus Group Ltd	Maintenance of Gent Fire Alarm Installations 2019-2022	£64,473.66	14/08/2019
Education	EDD010699.001	Newton Brae Early Years - New Build	Hub South West Scotland Ltd	Construction of Early Years Facility	£3,101,035.16	20/08/2019
Education	EDD010701.001	Kirkmuirhill Early Years - New Build	Hub South West Scotland Ltd	Construction of Early Years Facility	£2,054,462.20	20/08/2019
Education	EDD011022	Crawforddyke Early Years - New Build	Hub South West Scotland Ltd	Construction of Early Years Facility	£2,979,897.72	20/08/2019
Housing	HOD011074	Ladybank Sheltered Housing Complex, East Kilbride	SLC Building Services	Internal Upgrade of Common Areas	£111,596.88	26/08/2019
Housing	HOD010583	Castlefield Gardens Sheltered Housing Complex - Common Area Interior Upgrade	SLC Building Services	Common Area Interior Upgrade	£239,897.94	20/09/2019

Client	Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
Housing	HOD011021	East Whitlawburn Housing Development - Project Under the Territory Partnering Agreement	Hub South West Scotland Ltd	Phased Demolition of East Whitlawburn Development and Provide a Clean & Clear Site Ahead of the Main Project for the Provision of 230 Nr New Build Social Houses	£32,480,384.45	26/09/2019
Education	EDD011114	Canberra Primary School - Nursery Alterations	SLC Building Services	Nursery Alterations	£303,686.00	22/10/2019
Various	SLC/PS/HTR/18/295	Maintenance of Bio Mass Boilers	Angus Biofuels	Maintenance of Bio Mass Boilers	£76,793.00	22/10/2019
Education	EDD011195	Springhall Nursery New Build	SLC Building Services	New Build Nursery	£1,959,816.45	22/10/2019
Housing	HOD010415.034	Glebe Gardens, Lesmahagow - Coping Stones	Affinity Response	Security Coping Stones and Repairing Defective Render in Localised Areas	£53,082.75	23/10/2019
Housing	HOD010985	Door Entry MTC 2019-2022	Power Distribution Contracting Ltd	Door Entry Call Off Contract	£199,735.78	01/11/2019
Community	COM01446.004	Blantyre Depot - Storage Shed	Joseph Leckie & Sons Ltd	Storage Shed and Associated Foundations	£93,203.35	06/11/2019

Client	Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
Education	EDD010976.001	Cameronian Hall Demolition Works	Caskie Limited	Cameronian Hall Demolition Works	£163,222.29	07/11/2019
Housing	HOD011252	Master Fire Door Replacement - East Kilbride & Rutherglen	SLC Building Services	Installation of New Fire Doors to Properties in East Kilbride & Rutherglen	£547,683.99	12/11/2019
Housing	HOD010905	Cathkin Phase 2 External Render Repairs	Ailsa Building Contractors Ltd	External Render Repairs	£250,841.47	12/11/2019
Housing	HOD010996	Blairbeth & Spittal External Fabric Upgrade	Ailsa Building Contractors Ltd	External Fabric Upgrade	£3,097,428.16	12/11/2019
Education	SLC/PS/FINCOR/19/084	Update of EPC's - PPP High Schools	Faithful & Gould	The Provision of Professional Services within a Multi-Disciplinary Consultancy Framework Agreement SLC/PS/FINCOR/15/001	£67,399.00	14/11/2019
Housing	HOD011025	Newlandsmuir, East Kilbride - External Fabric Repairs	SLC Building Services	External Fabric Repairs	£578,549.14	27/11/2019
Housing General Fund	HGF010932	David Dale House	SLC Building Services	LED Lighting	£98,985.00	28/11/2019
Housing General Fund	HGF010935	South Vennel	SLC Building Services	LED Lighting	£130,993.00	28/11/2019

Client	Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
Housing General Fund	HGF011229	Chatelherault Primary School	SLC Building Services	PV Panels	£50,166.00	28/11/2019
Housing General Fund	HGF011232	St Cuthbert's Primary School	SLC Building Services	PV Panels	£54,666.00	28/11/2019
Housing General Fund	HGF011233	Hamilton Water Palace	SLC Building Services	Boiler Replacement	£100,00.00	28/11/2019
Housing	HOD010523.021	Muirbrae Way Refurbishment Works	Prime Build Solutions	Fire Damage Refurbishment Works	£202,415.36	28/11/2019
Housing	HOD011082, HOD011083, HOD11088, HOD011089	Lockup Refurbishment	Ailsa Building Contractors Ltd	Lockup Refurbishment at Inchohm Place, Liddell Grove, Westburn Crescent and Broomgate	£196,956.01	10/12/2019
Housing	HOD010542.001	Naysmyth Bank Balcony Repairs	Ailsa Building Contractors Ltd	Balcony Repairs	£50,739.81	10/12/2019
Education	EDD011117	Kirklandpark Nursery New Build	SLC Building Services	Construction of Early Years Facility	£1,912,247.20	18/12/2019
Education	HOD011115	South Park New Build Nursery	SLC Building Services	Construction of New Early Years Facility	£3,208,022.35	18/12/2019
Housing	HOD010984	Pentland Reach, Biggar - New Build Housing	Hadden Construction Limited	New Build Housing Pentland Reach, Biggar	£3,829,198.13	19/12/2019

Contracts Awarded (Procurement Team) 1 August – 31 December 2019

Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
SLC/PS/HTR/19/128	Mini-Competition Under Lot 6 of Scotland Excel Electrical Materials Framework	Bemco Ltd	Supply & Delivery of Safety Detectors	£2,278,640.40	05/08/2019
SLC/HTR/16/187	Backup Contractor for the Installation of Domestic Gas Heating Systems 2016-2019 (12 Months Extension of Contract)	CCG (Scotland) Ltd	Backup Contractor for the Installation of Domestic Gas Heating Systems 2016-2019 (12 Months Extension of Contract)	£500,000.00	23/08/2019
SLC/PS/H&TR/18/539	Hire of Waste Disposal Skips	Diverse Investments (t/a Newtown Waste Solutions)	Hire and Delivery of Skips	£437,000	13/09/2019
SLC/PS/HTR/18/060	Domestic & Commercial Contents Removals, Storage and Disposals	Richard Healey Removals Ltd. & AMC Removals	Lot 1, Domestic Contents, Removals, Storage and Disposals	£321,323.30 £348,512.98	26/09/2019
SLC/PS/HTR/18/060	Domestic & Commercial Contents Removals, Storage and Disposals	Business Moves Group, Harrow Green Limited & Richard Healey Removals Ltd	Lot 2, Commercial Contents, Removals, Storage and Disposals	£190,340.00 £197,380.00 £218,295.22	26/09/2019
SLC/PS/HTR/19/298	Mini-competition under Lot 1 of Scotland Excel Electrical Materials Framework	Yesss (A) Electrical Ltd	Kirkton Avenue Heating Materials	£64,282.90	01/10/2019
SLC/PS/HTR/300	Mini-competition under Lot 3 of Scotland Excel Electrical Materials Framework	Bemco Limited	Kirkton Avenue Heating Materials	£61,766.00	01/10/2019
SLC/PS/HTR/19/347	Public Space CCTV 2019/2022	British Telecom Plc	Upgrade to Public Space CCTV 2019/2022	£160,000.00	07/10/2019
SLC/PS/HTR/19/408	Supply of Wall Panels	Fibo UK Ltd	Supply of Wall Panels for Adaptations	£1,440,000.00	18/10/2019

Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
SLC/PS/HTR/19/407	Civic Centre, East Kilbride - Groundworks	Joseph Leckie & Sons Ltd	Groundworks	£97,523.50	28/10/2019

Contracts Awarded (Building Services) 1 August – 31 December 2019

Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
BSP011192.002	Claude Street Nursery, Larkhall	City Gate Construction (Scotland) Ltd	Sub-Contract: Plumbing & Mechanical	£65,531.95	04/09/2019
BSP011204.006	Eddlewood Catering Academy	ScoMac Catering Equipment Ltd	Sub-Contract: Catering Equipment	£72,592.76	09/09/2019
BSP011267.002	Canberra Primary School - Nursery Alterations	Covanburn Contracts Ltd	Sub-Contract: Groundworks	£112,847.25	02/10/2019
BSP011280.001	Springhall Nursery	Joseph Leckie & Sons Ltd	Sub-Contract: Groundworks	£383,447.55	21/10/2019
BSP011280.005	Springhall Nursery	James Frew Ltd	Sub-Contract: Plumbing & Mechanical	£206,914.16	21/10/2019
BSP011271	Master Fire Door Replacement - East Kilbride & Rutherglen	Sovereign Group Ltd	Sub-Contract: Fire Door Replacement	£426,305.25	24/10/2019
BSP011280.002	Springhall Nursery	Fleming Buildings Ltd	Sub-Contract: Timber Kit	£148,872.00	29/10/2019

Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
BSP011309.001	Southpark Nursery - New Build	Soil Engineering Geoservices Limited	Sub-Contract: Grouting Works	£124,596.00	15/11/2019
BSP011298.001	Kirklandpark Nursery New Build	Joseph Leckie & Sons (Contracts) Ltd	Sub-Contract: Groundworks	£247,116.30	26/11/2019
BSP011298.002	Kirklandpark Nursery New Build	Fleming Buildings Ltd	Sub-Contract: Timber Kit & Woodwork	£169,320.00	03/12/2019
BSP011311.001	St Charles Primary School	Landscapes & Contracts Limited	Sub-Contract: Groundworks, Concrete & Drainage	£304,129.75	10/12/2019
BSP011328.001	Mill Road New Build Nursery	Joseph Leckie & Sons Limited	Sub-Contract: Groundworks	£506,219.45	17/12/2019
BSP011329.001	Newlandsmuir External Fabric Repairs	Ailsa Building Contractors Ltd	Sub-Contract: Roughcast & Render	£59,692.32	17/12/2019
BSP011298.004	Kirklandpark Nursery New Build	Curtis Moore (Cladding Systems) Ltd	Sub-Contract: Roof & Wall Cladding	£78,653.61	18/12/2019