



Council Offices, Almada Street  
Hamilton, ML3 0AA

Wednesday, 19 September 2018

Dear Councillor

## **Executive Committee**

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

**Date:** Wednesday, 26 September 2018

**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.

<b>Members are reminded to bring their fully charged tablets to the meeting</b>
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Yours sincerely

**Lindsay Freeland**  
**Chief Executive**

### **Members**

John Ross (Chair/ex officio), Maureen Chalmers (Depute Chair), Alex Allison, John Anderson, John Bradley, Walter Brogan, Robert Brown, Graeme Campbell, Gerry Convery, Margaret Cooper, Peter Craig, Fiona Dryburgh, Joe Fagan, Allan Falconer, Alistair Fulton, Lynsey Hamilton, Ann Le Blond, Eileen Logan, Katy Loudon, Joe Lowe, Colin McGavigan, Mark McGeever, Jim McGuigan, Davie McLachlan, Gladys Miller, Richard Nelson, David Shearer, Josh Wilson

### **Substitutes**

Jackie Burns, Stephanie Callaghan, Andy Carmichael, Poppy Corbett, Graeme Horne, Martin Grant Hose, Richard Lockhart, Hugh Macdonald, Catherine McClymont, Kenny McCreary, Mo Razzaq, Graham Scott, Collette Stevenson, Sheena Wardhaugh

## BUSINESS

- 1 **Declaration of Interests**
- 2 **Minutes of Previous Meeting** 5 - 16  
Minutes of the meeting of the Executive Committee held on 15 August 2018 submitted for approval as a correct record. (Copy attached)

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### Monitoring Item(s)

- 3 **Capital Budget 2018-2019 and Monitoring for Period 6 - 1 April to 17 August 2018** 17 - 24  
Report dated 27 August 2018 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 4 **Revenue Budget Monitoring for Period 6 - 1 April to 17 August 2018** 25 - 32  
Report dated 27 August 2018 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 5 **Trading Services Financial Performance for Period 6 - 1 April to 17 August 2018** 33 - 36  
Report dated 27 August 2018 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 6 **Additional Funding from the Scottish Government and Other External Sources** 37 - 40  
Report dated 23 August 2018 by the Executive Director (Finance and Corporate Resources). (Copy attached)

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### Item(s) for Decision

- 7 **Land and Property Transfers and Disposals** 41 - 44  
Report dated 28 August 2018 by the Executive Director (Housing and Technical Resources). (Copy attached)
- 8 **Schools Modernisation Programme Update and Transfer of Funding to St Mary's Primary School, Hamilton and St Charles' Primary School, Cambuslang** 45 - 48  
Joint report dated 3 September 2018 by the Executive Directors (Education Resources) and (Finance and Corporate Resources). (Copy attached)
- 9 **Recommendations Referred from Resource Committees** 49 - 52  
Report dated 14 September 2018 by the Chief Executive. (Copy attached)

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### Item(s) for Noting

- 10 **Council Complaints Report - SPSO Annual Overview 2017-18** 53 - 62  
Report dated 5 September 2018 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 11 **Local Government Benchmarking Framework 2016/2017 - Final Results and Action Plan** 63 - 80  
Report dated 20 August 2018 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 12 **Review of the Annual Performance Report** 81 - 88  
Report dated 28 August 2018 by the Executive Director (Finance and Corporate Resources). (Copy attached)

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|--|----------|
| <b>13 Free School Meals and Clothing Grants</b>  | 89 - 92  |
| Report dated 30 August 2018 by the Executive Director (Finance and Corporate Resources). (Copy attached) |          |
| <b>14 2018 Review of UK Parliament Constituencies</b>  | 93 - 104 |
| Report dated 12 September 2018 by the Chief Executive. (Copy attached)                                   |          |

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**Urgent Business**

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

***For further information, please contact:-***

Clerk Name: Gordon Bow

Clerk Telephone: 01698 454719

Clerk Email: [gordon.bow@southlanarkshire.gov.uk](mailto:gordon.bow@southlanarkshire.gov.uk)



## EXECUTIVE COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 15 August 2018

### Chair:

Councillor John Ross (ex officio)

### Councillors Present:

Alex Allison, John Anderson, Walter Brogan, Robert Brown, Stephanie Callaghan (*substitute for Councillor Bradley*), Graeme Campbell, Maureen Chalmers (Depute), Gerry Convery, Margaret Cooper, Peter Craig, Fiona Dryburgh, Joe Fagan, Allan Falconer, Alistair Fulton, Ann Le Blond, Katy Loudon, Catherine McClymont (*substitute for Councillor McLachlan*), Colin McGavigan, Mark McGeever, Jim McGuigan, Gladys Miller, Richard Nelson, Mo Razzaq (*substitute for Councillor Hamilton*), Graham Scott (*substitute for Councillor Logan*), David Shearer, Collette Stevenson (*substitute for Councillor Wilson*), Sheena Wardhaugh (*substitute for Councillor Lowe*)

### Councillors' Apologies:

John Bradley, Lynsey Hamilton, Eileen Logan, Joe Lowe, Davie McLachlan, Josh Wilson

### Attending:

#### Chief Executive's Service

L Freeland, Chief Executive

#### Community and Enterprise Resources

M McGlynn, Executive Director

#### Education Resources

T McDaid, Executive Director

#### Finance and Corporate Resources

P Manning, Executive Director; G Bow, Administration Manager; J Burke, Administration Assistant; G McCann, Head of Administration and Legal Services; K McVeigh, Head of Personnel Services

#### Housing and Technical Resources

D Lowe, Executive Director

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

V de Souza, Director

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### 1 Declaration of Interests

No interests were declared.

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### 2 Minutes of Previous Meeting

The minutes of the meeting of the Executive Committee held on 27 June 2018 were submitted for approval as a correct record.

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

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### 3 Capital Budget Monitoring for Period 4 - 1 April to 22 June 2018

A report dated 2 July 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the physical and financial progress at 22 June 2018 on the various Capital Programmes.

The General Fund Capital Programme included Education Resources, Social Work Resources, Roads and Transportation and General Services. The General Fund Programme totalled £72.720 million and the Housing Programme £53.664 million. At 22 June 2018, £9.195 million had been spent on the General Fund Capital Programme and £7.533 million on the Housing Capital Programme.

Ongoing monitoring of the Capital Programmes would be undertaken by the Financial Resources Scrutiny Forum and reports would be submitted to this Committee on a regular basis.

**The Committee decided:**

- (1) that the position on the various Capital Programmes for 2018/2019, as detailed in the report, be noted; and
- (2) that the proposed adjustments to the General Fund Programme, as detailed in Appendix 2 to the report, be approved.

*[Reference: Minutes of 27 June 2018 (Paragraph 5)]*

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#### **4 Revenue Budget Monitoring for Period 4 - 1 April to 22 June 2018**

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A report dated 2 July 2018 by the Executive Director (Finance and Corporate Resources) was submitted comparing actual expenditure against budgeted expenditure for the period ending 22 June 2018.

The figures included an underspend of £1.940 million on the General Fund Revenue Account and a breakeven position on the Housing Revenue Account.

The underspend included £0.500 million in relation to the budget for Superannuation on Overtime which was not required and had been removed from the budget as part of the 2019/2020 financial strategy, as reported to this Committee on 27 June 2018.

The Council had been notified of additional General Fund Grant of £0.358 million in relation to Education Footwear and Clothing Grants. This had been added to Education Resources' budget as detailed in Appendix 1 to the report.

Additional information was provided on:-

- ◆ loan charges
- ◆ education/Pupil Equity Funding
- ◆ funding for investment and priorities
- ◆ Trading Operations

**The Committee decided:**

- (1) that the underspend on the General Fund Revenue Account at 22 June 2018 and forecast to 31 March 2019 of a breakeven position be noted; and
- (2) that the breakeven position on the Housing Revenue Account at 22 June 2018 and forecast to 31 March 2019 of a breakeven position be noted.

*[Reference: Minutes of 27 June 2018 (Paragraph 6)]*

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## **5 Trading Services Financial Performance for Period 1 April to 22 June 2018**

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A report dated 2 July 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the projected financial results for 2018/2019 for the Council's Trading Services.

The target for Trading Services' surpluses had been set at £11.466 million. In the period to 25 May 2018, this figure had been revised to £11.511 million. In the period to 22 June 2018, the figure had been further revised to £11.937 million to reflect a transfer of budget between the Fleet, Roads and Property Trading Operations and the Community and Enterprise and Corporate Items budgets in respect of the reallocation of approved 2018/2019 savings and the realignment of internal support budgets.

At 22 June 2018, surpluses of £3.237 million had been achieved.

Officials were working to maximise the levels of surplus using the projected figure as a minimum target.

**The Committee decided:** that the surpluses achieved to 22 June 2018 of £3.237 million be noted.

*[Reference: Minutes of 27 June 2018 (Paragraph 7)]*

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## **6 Employee Workforce Monitoring Information - April 2017 to March 2018 Yearly Summary**

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A report dated 26 June 2018 by the Executive Director (Finance and Corporate Resources) was submitted on workforce monitoring information relating to the Council for the period April 2017 to March 2018 as follows:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances, Dignity at Work and mediation cases
- ◆ employee development
- ◆ labour turnover/analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ staffing watch as at 10 March 2018

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

*[Reference: Minutes of 6 December 2018 (Paragraph 7)]*

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## **7 Financial Strategy 2019/2020 and Longer Term Outlook to 2028/2029**

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A report dated 2 August 2018 by the Executive Director (Finance and Corporate Resources) was submitted:-

- ◆ providing a Financial Strategy for the Council over the medium term for years 2019/2020 to 2021/2022
- ◆ on the longer term financial outlook for the 10 year period until 2028/2029

Details of the areas which would potentially impact on the financial outlook over the medium to long term for the Council were provided in the report together with key highlights from the Strategy which included the following areas:-

- ◆ funding available, including government grant
- ◆ expenditure pressures
- ◆ a summary of the financial outlook, different scenarios and the strategy to address the budget gap
- ◆ the longer term outlook for the period 2022/2023 to 2028/2029
- ◆ borrowing and debt projections
- ◆ the future strategy relating to Reserves
- ◆ the Capital Strategy
- ◆ a Financial summary and next steps

The Strategy document, which was attached as an appendix to the report, included assumptions which had been made in relation to the future levels of Government Grant which would be provided to the Council. The level of Government Grant was one of the most significant areas of uncertainty as settlement details were not available beyond the current year and the figures for 2019/2020 were not expected before December 2018.

**The Committee decided:**

- (1) that the Financial Strategy for the Council over the medium and longer term, as detailed in the appendix to the report, be approved; and
- (2) that the uncertainty in terms of grant levels and funding assumptions used within the Strategy be noted.

*[Reference: Minutes of 28 June 2017 (Paragraph 9)]*

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## **8 Appointment of Trustees to the Council's Charitable Trust Funds**

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A report dated 24 July 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the appointment of Trustees to administer the Charitable Trusts and Educational Trust Funds over which the Council had responsibility.

At its meeting on 25 April 2018, the Finance and Corporate Resources Committee approved proposals to modernise the administration of the Trust Funds over which the Council had responsibility. It was agreed at that time that consideration of the appointment of Trustees for those funds be continued to a future meeting of this Committee.

It was proposed that the following councillors be appointed as Trustees of those funds along with the Chair of the Finance and Corporate Resources Committee and the Executive Director (Finance and Corporate Resources):-

- ◆ Councillor Horsham
- ◆ Councillor McClymont
- ◆ Councillor Holford
- ◆ Councillor Greenshields

It was also proposed that the same Trustees be appointed for Educational Trust Funds administered by the Council with the addition of the Executive Director (Education Resources).

Appropriate training would be provided for Trustees and a timetable of meetings would be developed based on quarterly meetings.



**The Committee decided:**

- (1) that Councillors Horsham, McClymont, Holford and Greenshields be appointed as Trustees of the Council's Charitable Trust Funds along with the Chair of the Finance and Corporate Resources Committee and the Executive Director (Finance and Corporate Resources); and
- (2) that the same appointments be made to the Council's Educational Trust Funds with the addition of the Executive Director (Education Resources).

*[Reference: Minutes of Finance and Corporate Resources Committee of 25 April 2018 (Paragraph 9)]*

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## **9 Construction Charter**

A joint report dated 19 July 2018 by the Executive Directors (Community and Enterprise Resources), (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted on the adoption of a South Lanarkshire Council Construction Charter.

A trade union led campaign had called on local authorities in the UK to develop and implement construction charters.

At its meeting on 27 June 2018, the Council had agreed that officers develop a South Lanarkshire Council Construction Charter for consideration at this Committee.

The Charter, which was attached as an appendix to the report, covered the following 5 main headings:-

- ◆ Health and Safety
- ◆ Employment Standards
- ◆ Pay and Benefits
- ◆ Employment Rights
- ◆ Responsible Sourcing

The key principles of the Charter would only be enforceable to the extent permitted by law.

**The Committee decided:** that the adoption of the South Lanarkshire Construction Charter, as detailed in the appendix to the report, be approved.

*[Reference: Minutes of South Lanarkshire Council of 27 June 2018 (Paragraph 6)]*

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## **10 Menopause Policy**

A report dated 14 July 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the development of a Menopause Policy.

The Council was committed to ensuring that all individuals were treated fairly and with dignity and respect in their working environment. As part of that commitment, the Council had a duty to improve the well-being of its employees and, as an employer, had a duty to manage related issues effectively.

The development of a Menopause Policy was consistent with available guidance and aimed to:-

- ◆ ensure all line managers had been trained to understand how the menopause could affect their employees at work, enabling them to provide guidance and support to those affected and ensure adjustments were provided that might be necessary to support those women who were experiencing the menopause
- ◆ provide information to all women in the workplace on how they could get support for any issues that arose as a result of the menopause, creating a confidence in the employee to raise issues about their symptoms and ask for the adjustments they required
- ◆ promote guidance for those affected indirectly, for example colleagues and partners

The Council's Menopause Policy, which was attached as an appendix to the report, had been developed in partnership and agreed with the Joint Trade Union Executive and, if approved, would be launched on World Menopause Day, 18 October 2018.

**The Committee decided:** that the Menopause Policy, as detailed in the appendix to the report, be approved.

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## **11 Balloon and Sky Lantern Release Policy**

A report dated 19 July 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the development of a policy prohibiting the intentional release of helium balloons and/or sky lanterns on South Lanarkshire Council owned land and property and at events endorsed or supported by the Council or licensed by the Council as Licensing Authority, including those on non-Council land.

Due to the hazards posed to wildlife and livestock and the risks of fire threat and to civil aviation, more than 70 local authorities in the UK had introduced balloon and/or sky lantern release policies. A number of national organisations had also supported prohibiting the release of balloons and sky lanterns.

A Policy Statement had been prepared and was attached as an appendix to the report detailing the issues, alternatives, support from other local authorities and organisations and how the Council could fully comply with the Policy.

In addition to the Policy, it was proposed that the Licensing Committee would be asked to consider attaching the following condition to all public entertainment and temporary public entertainment licences, with the exception of Strathaven Balloon Festival and similar:-

"It is a condition of the grant of this licence that use of helium filled balloons and sky lanterns at such an event covered by this licence is prohibited".

Steps would also be taken to raise the awareness of the environmental consequences of balloon and sky lantern release and alternatives would be promoted via the Council's website and in guidance notes accompanying public entertainment licences.

**The Committee decided:**

- (1) that the Council policy prohibiting the intentional release of helium filled balloons and/or sky lanterns from all South Lanarkshire Council owned land and property, as detailed in the appendix to the report, be approved; and

- (2) that the Licensing Committee be asked to consider adding a condition prohibiting the release of helium filled balloons and/or sky lanterns to all public entertainment and temporary public entertainment licences, with the exception of Strathaven Balloon Festival and similar, granted by the Council as licensing authority.

*[Reference: Minutes of 28 March 2018 (Paragraph 10)]*

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## **12 Early Learning and Childcare 1140 Hours Update - Accommodation Requirements**

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A report dated 25 July 2018 by the Executive Director (Education Resources) was submitted on:-

- ◆ the preparation for 1140 hours of early learning and childcare in respect of accommodation requirements
- ◆ the next steps that required to be taken prior to the implementation of 1140 hours by August 2020

An assessment had been carried out on the extra accommodation requirements and associated costs and, on 6 March 2018, information had been provided to the Scottish Government which had identified the need for 7 new builds, 6 refurbishment/extensions and 17 space to grow projects. When taken together with the requirement to provide hot food, the estimated cost of the proposals totalled £32.240 million.

On 1 May 2018, the Council had been advised of capital funding amounting to £19.240 million for the period 2017/2018 to 2020/2021, including £1.740 million already confirmed in 2017/2018 which had allowed preparatory work to commence.

A number of options open to the Council had been reviewed in an effort to close the funding gap of approximately £13.000 million, including carrying out detailed reviews of:-

- ◆ current capacities of the school estate
- ◆ other properties in Council ownership
- ◆ the space to grow strategy
- ◆ new build nursery proposals
- ◆ parental expectations

Following the review process, a phase 1 Capital Works Programme to be taken forward had been developed and details of the projects included in phase 1 of the Programme were provided.

Some additional work would also be concluded to ensure sufficient accommodation for all the nursery places by August 2020 and details of this work were provided.

Further updates would be provided to this Committee on the implementation of future phases of work.

Councillor Ross, seconded by Councillor Chalmers, moved that the recommendations in the report be approved. Councillor Fagan, seconded by Councillor Dryburgh, moved as an amendment that consideration of the report be continued to the next meeting of this Committee to allow further discussion between the Council and partner providers to take place.

On a vote being taken by a show of hands, 14 members voted for the amendment and 14 for the motion. On the casting vote of the Chair, the motion was declared carried.

**The Committee decided:**

- (1) that the work undertaken to review the Council's position in relation to preparations for the 1140 hours of early learning and childcare by August 2020 be noted; and
- (2) that the projects to be progressed under phase 1 of the Capital Programme of works, as detailed in the report, be approved.

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**13 Glasgow City Region City Deal – East Kilbride Community Growth Area – Outline Business Case**

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A report dated 18 July 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the:-

- ◆ Outline Business Case for the East Kilbride Community Growth Area project
- ◆ next steps required in the development of the project

An Outline Business Case had been produced for the East Kilbride Community Growth Area which continued to make a case for the project in terms of the following elements:-

- ◆ strategic
- ◆ economic
- ◆ commercial
- ◆ financial
- ◆ management

An Executive Summary of the East Kilbride Community Growth Area Outline Business Case was detailed in an appendix to the report.

Grant funding would be requested, in accordance with the City Deal Grant Distribution Process outlined in the Assurance Framework, in relation to preliminary costs.

It was intended that a series of Full Business Cases would be developed and completed from 2019/2020, following completion of statutory processes and project tendering arrangements.

**The Committee decided:** that the Outline Business Case and next steps in developing the City Deal East Kilbride Community Growth Area project be approved.

*[Reference: Minutes of 26 August 2015 (Paragraph 23)]*

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**14 Glasgow City Region City Deal – Hamilton Community Growth Area – Full Business Case**

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A report dated 23 July 2018 by the Executive Director (Community and Enterprise Resources) was submitted on:-

- ◆ the proposed Final Business Case for the Hamilton Community Growth Area (CGA) project
- ◆ the next steps required to develop the project

The proposed Final Business Case, which was attached as an appendix to the report, continued to make the case for the project in terms of the following elements:-

- ◆ strategic
- ◆ commercial
- ◆ economic
- ◆ financial
- ◆ management

The key outputs from the Hamilton CGA sub-project were 7 new classrooms, with a capacity for 210 pupils, at a total project cost of £4.100 million.

Grant funding would be requested in accordance with the City Deal distribution process in line with arrangements to be agreed by the City Deal Chief Executive's Group and City Deal Cabinet.

**The Committee decided:** that the Final Business Case for the Hamilton Community Growth Area project be approved.

*[Reference: Minutes of 5 October 2016 (Paragraph 8)]*

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## **15 City Region Tourism Strategy and Action Plan 2018 to 2023**

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A report dated 12 July 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the City Region Tourism Strategy and Action Plan for the period 2018 to 2023.

The Glasgow City Region Economic Strategy had been published in February 2017 and had set out an ambitious vision for the City Region by 2035.

The document referred to a number of high level objectives which had an impact on the tourism agenda. Those objectives were supported by a number of actions that would be taken forward by a Tourism and Destination Marketing Portfolio Group. The Group, led by Inverclyde Council, had produced a City Region Tourism Strategy and Action Plan and were now requesting the endorsement of the Strategy and Action Plan at a local level.

A summary of the Tourism Strategy and Action Plan was provided.

It was anticipated that a Regional Tourism Strategy and Action Plan would result in the following benefits:-

- ◆ further growth, employment and income for tourism businesses
- ◆ a wide range of tourism offerings across the City Region which were stronger through closer collaboration and shared working
- ◆ help to build a strong network of business, sector and interest groups sharing a common purpose to grow the tourism economy
- ◆ increase the value of tourism; length of stay and extend the season by 'packaging' a wider City Region offering and a more memorable experience
- ◆ more cross-referencing and cross-selling of local and regional products and events

The Tourism Portfolio Group lead had presented the City Region Tourism Strategy and Action Plan to the City Region's Chief Executive's Group on 2 August 2018 when it had been endorsed and referred to the City Region Cabinet for formal approval.

**The Committee decided:**

that the City Region Tourism Strategy and Action Plan and progress made by the Tourism and Destination Marketing Portfolio Group be endorsed.

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**16 Representation on Petitions Committee and Changes to the Membership of Committees, Forums and Outside Bodies**

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A report dated 6 August 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the newly established Petitions Committee and other changes to the membership of Committees, Forums and Outside Bodies proposed by the Labour and Independent Groups.

On 28 June 2018, South Lanarkshire Council approved the establishment of a Petitions Committee. Each political group was requested to provide their nominations to serve on the Committee and the Chief Executive was authorised to finalise the membership in consultation with the political group leaders.

The terms of reference, which had been approved for the Committee, had included provision for 8 members with the following political composition:-

- ◆ 3 SNP
- ◆ 2 Labour
- ◆ 1 Conservative
- ◆ 1 Independent Group
- ◆ 1 Liberal Democrat

Nominations had been received for Councillors Brown, Burns, Callaghan, Donnelly, Horsham, Logan, McGeever and Scott as full members. Furthermore, nominations had been received for Councillors Anderson, Chalmers, Convery, McAdams and Nailon as substitute members.

Other changes to Committee, Forum and Outside Body Memberships, which had been proposed by the Labour and Independent Groups, were detailed in section 5 of the report.

**The Committee decided:**

- (1) that the membership of the Petitions Committee, as outlined in Section 4 of the report, be noted;
- (2) that Councillor Fagan be replaced by Councillor Brogan as a full member and that Councillor Lennon be replaced by Councillor Cowie as a substitute member of the Roads Safety Forum;
- (3) that Councillor Scott be replaced by Councillor Razzaq as a member of the Finance and Corporate Resources Committee;
- (4) that Councillor Razzaq be replaced by Councillor Dryburgh as one of the 15 members not serving on the Finance and Corporate Resources Committee who were eligible to sit on the Appeals and Grievance and Disputes Panels;
- (5) that Councillors Fagan and Scott be replaced by Councillors Razzaq and Walker, respectively, as substitute members of the Equal Opportunities Forum;
- (6) that Councillor Razzaq be replaced by Councillor Walker as a substitute member of the Joint Consultative Forum;

- (7) that Councillor Dryburgh be replaced by Councillor Brogan as a substitute member of the Housing and Technical Resources Committee;
- (8) that Councillor Brogan be replaced by Councillor Razzaq as a substitute member of the Licensing Committee;
- (9) that Councillor Fagan be replaced by Councillor Lennon as a member of the Financial Resource Scrutiny Forum and that Councillor Fagan be replaced as Chair of the Forum by Councillor McAdams;
- (10) that Councillor Devlin be replaced by Councillor Dryburgh as a member of the Performance and Review Scrutiny Forum and that Councillor McClymont be replaced by Councillor Fagan as a substitute member;
- (11) that Councillor McAdams be replaced by Councillor Devlin as a member of the Risk and Audit Scrutiny Forum;
- (12) that Councillors Convery and Devlin be replaced by Councillors Fagan and Dryburgh, respectively, on the Standards and Procedures Advisory Forum;
- (13) that Councillor Scott be replaced by Councillor McClymont on the Sustainable Development Member/Officer Working Group;
- (14) that Councillor Logan be replaced by Councillor Fagan as a substitute member of the Recruitment Committee;
- (15) that Councillor McLachlan be replaced as a representative on COSLA by Councillor Fagan with the vacant substitute place on COSLA being taken up by Councillor Hamilton;
- (16) that Councillor Dryburgh be replaced by Councillor Convery as a representative on the Lanarkshire Valuation Joint Board;
- (17) that Councillor Dryburgh be replaced by Councillor Scott as a member of the Economic Growth Board;
- (18) that Councillor Brogan be replaced by Councillor Carmichael on the Adult Protection Committee;
- (19) that Councillor Burns be replaced by Councillor Greenshields as a substitute member of the Rural Task Force; and
- (20) that Councillor Burns be removed as a substitute member of the Employee Issues and Equal Opportunities Forums.

*[Reference: Minutes of South Lanarkshire Council of 28 June 2018 (Paragraph 5)]*

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## **17 Local Governance Review**

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A report dated 15 August 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the ongoing review of local governance.

The review was being progressed through 2 strands which would feed into discussions on a Local Democracy Bill which might be introduced later in this parliamentary term.

The 2 strands were summarised as follows:-

- ◆ Strand 1 related to capturing the views of local communities on the governance of public services in their area
- ◆ Strand 2 was seeking proposals from the public sector, both individual bodies and from city regions, community planning partnerships, etc, on the possible reform of local governance arrangements related to place

Details on how the 2 strands would be taken forward were provided together with how elected members and local community groups could access further information and become involved in the review process.

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

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## **18 Risk and Audit Scrutiny Forum Activity 2017/2018**

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A report dated 12 July 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the activity of the Risk and Audit Scrutiny Forum (RASf) during 2017/2018.

The Forum had met 5 times during 2017/2018 and had considered the following subject activities:-

- ◆ reviews of internal and external audit findings and opinions
- ◆ reviews of progress in managing strategic risks
- ◆ consideration of external risk related reports
- ◆ examination of governance arrangements
- ◆ overview of progress and activity of other scrutiny forums

A full list of reports submitted to the RASf was attached as Appendix 1 to the report and it was noted that all reports were available on the Council's website.

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

*[Reference: Minutes of 27 September 2017 (Paragraph 19)]*

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## **19 Urgent Business**

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There were no items of urgent business.





# Report

# 3

Report to:	<b>Executive Committee</b>
Date of Meeting:	<b>26 September 2018</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Capital Budget 2018/2019 and Monitoring for Period 6 - 1 April to 17 August 2018</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ Consolidate the capital budget monitoring to give a Council-wide summary of the 2018/2019 Capital Programme including 2017/2018 carry forward. It includes information on two programmes: the General Fund Programme (being Education, Social Work, Roads and Transportation and General Services) and the Housing Investment Programme, which covers all investment in relation to the Council's Housing stock.
- ◆ update the Executive Committee of progress on the Capital Programme for the period 1 April to 17 August 2018.

## 2. Recommendation(s)

2.1. The Executive Committee is asked to approve the following recommendations:

- (1) that the Period 6 position (ended 17 August 2018) of the General Fund Capital Programme itemised at Appendices 1 – 3 and the Housing Capital Programme at Appendix 4, be noted;
- (2) that the outcome of the review of the Schools Modernisation Programme and the Growth and Capacities Programme, detailed in Section 5.2 be noted;
- (3) that the adjustments to the General Fund programme listed at Appendix 2, be approved;
- (4) that the revised programmes be monitored by the Financial Resources Scrutiny Forum.

## 3. Background

3.1. The attached statements to this report provide a summarised monitoring position as at 17 August 2018. Spending has been split into two separate sections:

- ◆ General Fund Capital Programme including Education, Social Work, Roads and Transportation and General Services (Section 5.1)
- ◆ Housing Capital Programme (Section 6)

## 4. Employee Implications

4.1. None

## **5. Financial Implications**

### **5.1. General Fund**

#### **5.1.1. 2018/19 Budget**

The budget agreed at Executive Committee on 15 August 2018 was £72.720 million. A revised budget of £73.343 million is presented in Appendix 1. This revised programme consists of the base budget plus carry forward projects, previously approved adjustments and adjustments to the programme which are proposed in this report at Appendix 2.

5.1.2. The programme spend and funding for the General Fund is summarised in Appendices 1 and 2. Total funding of £73.343 million is available in year.

#### **5.1.3. 2018/19 Monitoring**

Budget for the period is £16.085 million and spend to the 17 August 2018 is £15.466 million (21.09%). This represents expenditure of £0.619 million behind profile. This is mainly due to the timing of spend within the Primary Schools Modernisation Programme being less than anticipated at this time. It is expected that full programme spend will be made this year.

5.1.4. Actual funding received to 17 August 2018 is £54.161 million (73.85%). Funding of £6.871 million has been received for Early Years 1,140 Hours. Of this, £2.500 million is required in the current year and is included in the programme funding total of £73.343 million. The remainder (£4.371 million) will be carried forward for use in future years.

### **5.2 Schools Modernisation Programme / Growth and Capacities**

5.2.1 The Schools Modernisation Programme in its existing format ends in 2019. In addition, the Council has a Growth and Capacities budget within the overall Capital Programme. An exercise has been undertaken to review the budget needed to complete the approved school projects. Based on current predictions, it is anticipated that a saving of £3.000 million against a remaining programme budget of £21.420 million, will be realised in 2019/2020.

5.2.2 The total budget available (£3.000 million) will form part of a separate report to this Executive Committee.

## **6 Housing Programme**

### **6.1 2018/2019 Budget**

6.2 Appendix 4 also shows the position on the Housing programme as at 17 August 2018. The revised capital programme for the year is £53.664 million. Programmed funding for the year totals £53.664 million.

### **6.3 2018/2019 Monitoring**

6.4 Budget for the period is £17.015 million and spend to 17 August 2018 amounts to £17.000 million (31.68%). This represents expenditure of £0.015 million behind profile.

6.5 As at 17 August 2018, actual funding of £17.000 million had been received.

6.6 Regular monitoring of both the General Fund Programme and the Housing Programme is carried out in detail by the Financial Resources Scrutiny Forum and reported on a regular basis to this Committee.

## **7. Other Implications**

- 7.1 The main risk associated with the Council's Capital Programme 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)**

27 August 2018

### **Link(s) to Council Values/Ambitions/Objectives**

- ◆ Accountable, Effective, Efficient and Transparent

### **Previous References**

- ◆ Executive Committee, 15 August 2017

### **List of Background Papers**

- ◆ Capital Ledger prints to 17 August 2018

### **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)

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SOUTH LANARKSHIRE COUNCIL  
CAPITAL EXPENDITURE 2018/19  
GENERAL FUND PROGRAMME  
FOR PERIOD 1 APRIL 2018 TO 17 AUGUST 2018

**APPENDIX 1**

	£m	£m
<b>Original 2018/19 Base Budget including Carry Forward</b>		<b>72.720</b>
Proposed Adjustments – Period 6		0.623
<b>Total Revised Budget including Carry Forward</b>		<b>73.343</b>

<b><u>Resource</u></b>	<b><u>Base 2018/19 Budget</u></b> <b><u>£m</u></b>	<b><u>Period 6 Proposed Adjustments</u></b> <b><u>£m</u></b>	<b><u>Revised 2018/19 Budget</u></b> <b><u>£m</u></b>
Community & Enterprise	38.134	0.010	38.144
Education	24.657	0.000	24.657
Finance & Corporate	1.522	0.070	1.592
Housing & Technical	8.087	0.543	8.630
Social Work	0.320	0.000	0.320
<b>Total</b>	<b>72.720</b>	<b>0.623</b>	<b>73.343</b>

**Proposed Adjustments****Community and Enterprise Resources****Sustrans – School Cycle and Scooter Parking**

£0.010m

Approval is sought to increase the 2018/19 Capital programme by £0.010m to enable the supply and installation of cycle and scooter parking facilities at 4 schools within South Lanarkshire (Crawforddyke Primary School, High Blantyre Primary School, Hunter Primary School and Cathkin High School). This will be funded by an award from Sustrans of £0.010m and will be matched with monies from Cycling, Walking and Safer Streets.

**Finance and Corporate Resources****Customer Contact Centre**

The Education Resources Committee agreed (5 September 2017) that the capital costs of the Schools Online Payment System totalling £0.110m be funded through the Finance and Corporate Resources Capital Programme.

£0.070m of this is currently sitting within the Information Technology Development Fund and approval is sought to add this to the 2018/19 Capital Programme. The remaining £0.040m will be funded from the existing approved Finance and Corporate programme.

£0.070m

**Housing and Technical Resources****Prioritised Urgent Investment Fund**

A project exists within the 2018/19 Capital Programme for Clyde Gateway. This project is fully funded from the Council's general capital programme funding allocation. There is also a specific reserve totalling £0.543m for Clyde Gateway. It is proposed that this reserve be used to fund the Clyde Gateway project in 2018. This will release £0.543m of general capital programme funding. Approval is sought to add this general capital programme funding (£0.543m) to the Prioritised Urgent Investment Fund which is established to meet urgent essential works needed on Council properties.

£0.543m

**Minor Adjustments**

£0.000m

**Total Adjustments**

£0.623m

SOUTH LANARKSHIRE COUNCIL  
CAPITAL EXPENDITURE 2018/19  
GENERAL FUND PROGRAMME  
FOR PERIOD 1 APRIL 2018 TO 17 AUGUST 2018

**APPENDIX 3**

<b>Expenditure</b>	<u>2018/19</u> <u>Original</u> <u>Estimate inc</u> <u>C/F</u> £m	<u>2018/19</u> <u>Revised</u> <u>Budget</u> £m	<u>2018/19</u> <u>Budget to</u> <u>17/08/18</u> £m	<u>2018/19</u> <u>Actual to</u> <u>17/08/18</u> £m
<b>General Fund Programme</b>	70.625	73.343	16.085	15.466
<b>Income</b>	<u>2018/19</u> <u>Budget</u> £m	<u>2018/19</u> <u>Revised</u> <u>Budget</u> £m		<u>2018/19</u> <u>Actual</u> <u>To</u> <u>17/08/18</u> £m
Prudential Borrowing	32.772	33.080		33.080
Heritage Lottery / Sportscotland Grant	0.124	0.288		0.184
Developers Contributions	1.550	1.550		1.535
Partners (Including SPT, Forestry Commission, Transport Scotland, Timber Income, and Renewable Energy Fund)	0.619	2.342		0.816
Scottish Government:				
- Capital Grant	27.607	27.607		11.503
- Cycling, Walking and Safer Streets	0.432	0.432		0.000
- Vacant and Derelict Land	2.316	1.566		1.415
- Early Years 1,140 Hours	0.970	2.500		2.500
- Regeneration Capital Grant	0.850	0.850		0.000
Specific Reserves	1.244	2.106		2.106
Capital Receipts	0.500	0.500		0.500
Capital Financed from Current Revenue	1.641	0.522		0.522
<b>TOTAL FUNDING</b>	<b>70.625</b>	<b>73.343</b>		<b>54.161</b>

SOUTH LANARKSHIRE COUNCIL  
CAPITAL EXPENDITURE 2018/19  
HOUSING PROGRAMME  
FOR PERIOD 1 APRIL 2018 TO 17 AUGUST 2018

**APPENDIX 4**

	<u>2017/18</u> <u>Annual</u> <u>Budget</u> <u>£m</u>	<u>2018/19</u> <u>Estimate</u> <u>to</u> <u>17/08/18</u> <u>£m</u>	<u>2018/19</u> <u>Actual to</u> <u>17/08/18</u> <u>£m</u>
<b>Expenditure</b>			
2018/19 Budget incl carry forward from 2017/18	53.664	17.015	17.000
	<u>2018/19</u> <u>Annual</u> <u>Budget</u> <u>£m</u>		<u>2018/19</u> <u>Actual to</u> <u>17/08/18</u> <u>£m</u>
<b>Income</b>			
Capital Receipts – House Sales	0.000		0.088
Capital Receipts – Land Sales	2.000		2.305
Capital Funded from Current Revenue	23.730		14.607
Prudential Borrowing	21.602		0.000
Specific Grant			
- Scottish Government – New Council Houses	4.963		0.000
- Scottish Government – Buy Backs	0.900		0.000
- Scottish Government – Mortgage to Rent	0.120		0.000
- Scottish Natural Heritage	0.349		0.000
<b>TOTAL FUNDING</b>	<b>53.664</b>		<b>17.000</b>





# Report

**4**

Report to: **Executive Committee**  
 Date of Meeting: **26 September 2018**  
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Revenue Budget Monitoring for Period 6 - 1 April to 17 August 2018**

## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise on the overall financial position of the Council's General Fund Revenue Account and Housing Revenue Account for the period 1 April to 17 August 2018, and a projection for the year.

## 2. Recommendation(s)

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

- (1) that the underspend of £3.687 million on the General Fund Revenue Account at 17 August 2018 as detailed in Appendix 1 of the report and the forecast to 31 March 2019, be noted;
- (2) that the uncommitted element of the forecast underspend (£4.000 million) be considered for use in the 2019/2020 Revenue Budget Strategy (section 4.15), be noted; and
- (3) that the breakeven position on the Housing Revenue Account at 17 August 2018 and the forecast to 31 March 2019 of breakeven (Appendix 3), be noted.

## 3. Background

3.1. This is an overview report summarising the General Services Monitoring Position regarding actual expenditure and income to 17 August 2018, compared with the budget for the same period (section 4). This is provided on a Resource basis in Appendix 1 to the report and a subjective basis in Appendix 2.

### **2017/18 General Services Monitoring Position**

## 4. Financial Position as at 17 August 2018

4.1. As at 17 August 2018, Appendix 1 of the report details an underspend of £3.687 million (16.4%) against the phased budget.

4.2. The net underspend of £3.687 million is made up of a number of items namely £0.500 million budget for Superannuation on Overtime which is not required, an underspend on Loan Charges (£3.422 million, detailed in 4.3), an underspend of £0.232 million in Education Resources (Early Years' Service) in relation to the timing of staff recruitment and vacancies, and an overspend in Social Work Resources (£0.467 million, detailed in 4.9).

4.3. **Loan Charges:** As previously reported, the Council's Loan Charges Strategy assumed that we would borrow at the start of the financial year. However, as a result

of using cash balances to manage the Council's cash flow, no borrowing has been required in the first 6 months of the year. Moving forward, the Council will require to borrow by October 2018. This delay in the requirement to borrow has meant a temporary saving in loan charges in 2018/2019. In August we reported a £1.440 million underspend position to that point in time to the Executive Committee (reporting date 22 June 2018). The underspend to 17 August 2018 is now £3.422 million. The underspend for the year is expected to be £4.500 million. The final position will depend on the interest rate at which we borrow. This cannot be confirmed until borrowing is actually taken, and further updates will be provided to the Executive Committee as borrowing is taken.

- 4.4. **Education Resources:** As reported previously, as Pupil Equity Fund (PEF) funding operates in academic (Aug-June) years and not financial years, then it is likely that there will be an underspend at 31 March which will require to be carried forward and used in April to June 2019. The initial estimate of the underspend remains at £2.300 million for this financial year, based on equal spend over the school year, however this will depend on the timing of spend throughout the year.
- 4.5. The actual expected spend position for the financial year will become more certain after the start of the academic year in August. The current projection is shown against Education Resources as a forecast underspend of £2.300 million. As the year progresses, and the actual spend figure is more certain, the budget will be moved to the Transfer to Reserves budget line.
- 4.6. There are also 8 posts which have still to be recruited for Early Years. These posts will be recruited from August 2018 so it is expected that there will be an underspend of approximately £0.100 million depending on the timing of recruitment.
- 4.7. **Housing and Technical Resources:** Funding has been allocated by the Scottish Government for Temporary Accommodation within the Homeless Service. As the Resource has identified that an estimated £0.800 million of this funding may not be required in the current year as a result of implementation timescales, it is intended that the underspend will be transferred to reserves to manage future pressures in this area. Work continues to confirm the level of the underspend, which will be reported to a future meeting.
- 4.8. **Social Work Resources:** The underspends noted above are offset in part by an overspend of £0.467 million within Social Work Resources.
- 4.9. As reported previously, the Resource has identified pressures within Children and Families Services due to the number of residential school/external placements and fostering placements in the first 6 months of the current year. This was noted as approximately £0.800m of a potential pressure as at period 4. Since then, 2 more placements have been made meaning that the potential overspend for the full year has increased to £1.000 million. The period 6 position is an overspend of £0.467 million. The Resource is currently looking at these pressures in conjunction with the other services of the Resource to identify ways to minimise and manage these costs.
- 4.10. In addition, Adults and Older People Services are experiencing pressures in respect of Direct Payments. This will continue to be monitored over the coming months.
- 4.11. **Council Tax and Council Tax Reduction Scheme:** An exercise is commencing to establish any potential over recoveries of income from council tax or underspends in the Council Tax Reduction Scheme payments. Forecast information should be available early November 2018 and will be included in a future report to this meeting.

- 4.12. **Transfers to Reserves:** There have been no further transfers from Resource budgets to the Transfer to Reserves line since the £4.898 million for Teachers plus Classroom Support and Employability reported in the 15 August 2018 report.
- 4.13. **Probable Outturn – Forecast to 31 March 2019:** At this early stage in the financial year, the forecast to 31 March 2019 is showing an underspend of £6.300 million after the agreed transfer to reserves of £4.898 million previously reported in relation to Teachers plus Classroom Support and Employability for Early Years and Social Care (4.12).
- 4.14. The forecast underspend of £6.300 million reflects underspends in Superannuation on Overtime (section 4.2), Loan Charges (section 4.3) and Pupil Equity Fund (section 4.4), offset by the overspend on residential school/external placements and fostering placements (section 4.9). This figure will be updated as more information becomes available during the year.
- 4.15. Of the forecast underspend of £6.300 million, only the Pupil Equity Fund element of £2.300 million is ring-fenced. The remaining £4.000 million is uncommitted and therefore can be considered for use in the 2019/2020 Revenue Budget Strategy.
- 4.16. **Trading Operations:** Included within the breakeven position for the General Fund Revenue Account in 4.1 above are the Trading Operations. As at 17 August 2018, the actual surplus achieved by the Trading Operations total £4.314 million, representing a breakeven position against the phased budget.
- 4.17. **Additional General Revenue Grant**  
Social Work Resources have been notified of additional General Revenue Grant by the Scottish Government in relation to Whole System Approach to Youth Justice – Reinvigoration and Extension Funding of £0.025 million for both 2018/2019 and 2019/2020. The £0.025 million for 2018/2019 has been added to the Social Work budget shown in Appendix 1.
- 4.18. **Other Funding**  
Since the last report, Social Work Resources have been notified of £0.110 million of grant funding from the Scottish Legal Aid Board in respect of the Support for the New Mandatory Reconsideration Process introduced by the Department of Works and Pensions. This has been included in the budget figures in Appendix 1. Social Work Resources have also been notified of funding of £0.318 million from the Scottish Government for Scottish Attainment Challenge – Care Experienced Children and Young People. This will be added to the budget once the projects have been agreed.
- 5. Housing Revenue Account Position**
- 5.1. As at 17 August 2018, Appendix 3 of the report shows a breakeven position against the phased budget on the Housing Revenue Account. The forecast to 31 March 2019 on the Housing Revenue Account is a breakeven position.
- 6. Employee Implications**
- 6.1. None.
- 7. Financial Implications**
- 7.1. As detailed in the report.
- 8. Other Implications**
- 8.1. 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.

- 8.2. There are no implications for sustainability in terms of the information contained in this report.

**9. Equality Impact Assessment and Consultation Arrangements**

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

**Paul Manning**  
**Executive Director (Finance and Corporate Resources)**

27 August 2018

**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 17 August 2018

**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)

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## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Period Ended 17 August 2018 (No.6)

<u>Committee</u>	Annual Budget	Forecast	Annual Forecast Variance	Budget Proportion to 17/08/18	Actual to Period 6 17/08/18	Variance to 17/08/18	
	£m	£m	£m	£m	£m	£m	
<b>Departments:</b>							
<b>Community and Enterprise Resources</b>	<b>114.983</b>	<b>114.983</b>	<b>0.000</b>	<b>38.066</b>	<b>38.066</b>	<b>0.000</b>	-
Facilities Streets and Waste (Inc. Support)	62.883	62.883	0.000	19.089	19.119	(0.030)	over
Environmental Services (Inc. Projects)	3.963	3.963	0.000	1.288	1.258	0.030	under
Leisure and Culture Services	18.905	18.905	0.000	9.004	9.004	0.000	-
Planning and Economic Development	2.920	2.920	0.000	1.030	1.030	0.000	-
Roads	26.312	26.312	0.000	7.655	7.655	0.000	-
<b>Education Resources</b>	<b>308.044</b>	<b>305.744</b>	<b>2.300</b>	<b>102.074</b>	<b>101.842</b>	<b>0.232</b>	under
<b>Finance and Corporate Resources</b>	<b>32.890</b>	<b>32.890</b>	<b>0.000</b>	<b>13.809</b>	<b>13.809</b>	<b>0.000</b>	-
Finance Services	14.974	14.974	0.000	5.200	5.061	0.139	under
Audit and Compliance Services	0.347	0.347	0.000	0.224	0.225	(0.001)	over
Information Technology Services	4.198	4.198	0.000	2.947	2.988	(0.041)	over
Communications and Strategy Services	0.977	0.977	0.000	0.519	0.598	(0.079)	over
Administration and Licensing Services	4.392	4.392	0.000	2.114	2.107	0.007	under
Personnel Services	8.002	8.002	0.000	2.805	2.830	(0.025)	over
<b>Housing and Technical Resources</b>	<b>18.418</b>	<b>18.418</b>	<b>0.000</b>	<b>8.852</b>	<b>8.852</b>	<b>0.000</b>	-
Housing Services	7.478	7.478	0.000	2.593	2.593	0.000	-
Property Services	10.940	10.940	0.000	6.259	6.259	0.000	-
<b>Social Work Resources</b>	<b>151.390</b>	<b>152.390</b>	<b>(1.000)</b>	<b>62.140</b>	<b>62.607</b>	<b>(0.467)</b>	over
Performance and Support Services	8.731	8.731	0.000	2.587	2.587	0.000	-
Children and Families	29.677	30.677	(1.000)	11.445	11.907	(0.462)	over
Adults and Older People	111.888	111.888	0.000	48.122	48.179	(0.057)	over
Justice and Substance Misuse	1.094	1.094	0.000	(0.014)	(0.066)	0.052	under
<b>Joint Boards</b>	<b>2.378</b>	<b>2.378</b>	<b>0.000</b>	<b>0.755</b>	<b>0.755</b>	<b>0.000</b>	-
	<b>628.103</b>	<b>626.803</b>	<b>1.300</b>	<b>225.696</b>	<b>225.931</b>	<b>(0.235)</b>	over

<u>Committee</u>	Annual Budget	Forecast	Annual Forecast Variance	Budget Proportion to 17/08/18	Actual to Period 6 17/08/18	Variance to 17/08/18	
	£m	£m	£m	£m	£m	£m	
Service Departments Total	628.103	626.803	1.300	225.696	225.931	(0.235)	over
Trading Accounts Surplus	(11.941)	(11.941)	0.000	(4.314)	(4.314)	0.000	-
CFCR	0.522	0.522	0.000	0.522	0.522	0.000	-
Loan Charges	57.780	53.280	4.500	24.763	21.341	3.422	under
Corporate Items	4.875	4.375	0.500	0.559	0.059	0.500	under
Transfer to Reserves	4.898	4.898	0.000	4.898	4.898	0.000	-
<b>Total Expenditure</b>	<b>684.237</b>	<b>677.937</b>	<b>6.300</b>	<b>252.124</b>	<b>248.437</b>	<b>3.687</b>	under
Council Tax	145.758	145.758	0.000	62.468	62.468	0.000	-
Less: Council Tax Reduction Scheme	(19.370)	(19.370)	0.000	(8.301)	(8.301)	0.000	-
Net Council Tax	126.388	126.388	0.000	54.167	54.167	0.000	-
General Revenue Grant	251.289	251.289	0.000	95.665	95.665	0.000	-
Non Domestic Rates	295.500	295.500	0.000	113.654	113.654	0.000	-
Transfer from Reserves	11.060	11.060	0.000	11.060	11.060	0.000	-
<b>Total Income</b>	<b>684.237</b>	<b>684.237</b>	<b>0.000</b>	<b>274.546</b>	<b>274.546</b>	<b>0.000</b>	-
<b>Net Expenditure / (Surplus)</b>	<b>0.000</b>	<b>(6.300)</b>	<b>6.300</b>	<b>(22.422)</b>	<b>(26.109)</b>	<b>3.687</b>	Under

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Period Ended 17 August 2018 (No.6)

<u>Budget Category</u>	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion to 17/08/18	Actual to Period 6 17/08/18	Variance to 17/08/18	
<b>Service Departments:</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	
<b>Expenditure</b>							
Employee Cost	415.145	415.145	0.000	146.825	146.591	0.234	under
Property Costs	49.525	49.525	0.000	12.546	12.601	(0.055)	over
Supplies and Services	35.723	33.423	2.300	9.659	9.629	0.030	under
Transport Costs	21.714	21.714	0.000	8.900	8.933	(0.033)	over
Administration Costs	11.273	11.273	0.000	3.847	3.864	(0.017)	over
Payments to Other Bodies	51.062	51.562	(0.500)	19.056	19.479	(0.423)	over
Payments to Contractors	183.357	183.857	(0.500)	65.979	66.109	(0.130)	over
Transfer Payments	2.946	2.946	0.000	1.869	1.927	(0.058)	over
Housing Benefits	89.417	89.417	0.000	30.915	30.591	0.324	under
Financing Charges (controllable)	2.051	2.051	0.000	0.729	0.699	0.030	under
<b>Total</b>	<b>862.213</b>	<b>860.913</b>	<b>1.300</b>	<b>300.325</b>	<b>300.423</b>	<b>(0.098)</b>	<b>over</b>
Service Departments Total	862.213	860.913	1.300	300.325	300.423	(0.098)	over
Trading Accounts Surplus	(11.941)	(11.941)	0.000	(4.314)	(4.314)	0.000	-
CFCR	0.522	0.522	0.000	0.522	0.522	0.000	-
Loan Charges	57.780	53.280	4.500	24.763	21.341	3.422	under
Corporate Items	4.875	4.375	0.500	0.559	0.059	0.500	under
Transfer to Reserves	4.898	4.898	0.000	4.898	4.898	0.000	-
<b>Total Expenditure</b>	<b>918.347</b>	<b>912.047</b>	<b>6.300</b>	<b>326.753</b>	<b>322.929</b>	<b>3.824</b>	<b>under</b>
<b>Income</b>							
Housing Benefit Subsidy	84.182	84.182	0.000	30.917	30.645	(0.272)	under rec
Other Income	149.928	149.928	0.000	43.712	43.847	0.135	over rec
Council Tax (Net of Council Tax Reduction Scheme)	126.388	126.388	0.000	54.167	54.167	0.000	-
General Revenue Grant	251.289	251.289	0.000	95.665	95.665	0.000	-
Non Domestic Rates	295.500	295.500	0.000	113.654	113.654	0.000	-
Transfer from Reserves	11.060	11.060	0.000	11.060	11.060	0.000	-
<b>Total Income</b>	<b>918.347</b>	<b>918.347</b>	<b>0.000</b>	<b>349.175</b>	<b>349.038</b>	<b>(0.137)</b>	<b>under rec</b>
<b>Net Expenditure / (Income)</b>	<b>0.000</b>	<b>(6.300)</b>	<b>6.300</b>	<b>(22.422)</b>	<b>(26.109)</b>	<b>3.687</b>	<b>under</b>

**SOUTH LANARKSHIRE COUNCIL**  
**Revenue Budget Monitoring Report**  
**Period Ended 17 August 2018 (No.6)**  
**Housing Revenue Account**

	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion to 17/08/18	Actual to Period 6 17/08/18	Variance to 17/08/18		%	Note
	£m	£m	£m	£m	£m	£m			
Employee Costs	12.718	12.718	0.000	4.598	4.512	0.086	under	1.9%	1
Property Costs	42.130	42.130	0.000	14.003	14.086	(0.083)	over	(0.6%)	2
Supplies & Services	0.610	0.610	0.000	0.304	0.292	0.012	under	3.9%	
Transport & Plant	0.194	0.194	0.000	0.053	0.049	0.004	under	7.5%	
Administration Costs	5.713	5.713	0.000	0.287	0.286	0.001	under	0.3%	
Payments to Other Bodies	3.555	3.555	0.000	0.042	0.042	0.000	-	0.0%	
Payments to Contractors	0.100	0.100	0.000	0.024	0.025	(0.001)	over	(4.2%)	
Transfer Payments	0.000	0.000	0.000	0.000	0.000	0.000	-	n/a	
Financing Charges	23.730	23.730	0.000	0.001	0.001	0.000	-	0.0%	
Total Controllable Expenditure	88.750	88.750	0.000	19.312	19.293	0.019	under	0.1%	
Total Controllable Income	(98.948)	(98.948)	0.000	(31.772)	(31.753)	(0.019)	under rec	(0.1%)	
Transfer to/(from) Balance Sheet	(4.603)	(4.603)	0.000	(1.770)	(1.770)	0.000	-	0.0%	
Net Controllable Expenditure	(14.801)	(14.801)	0.000	(14.230)	(14.230)	0.000	-	0.0%	
Add: Non Controllable Budgets									
Financing Charges	14.801	14.801	0.000	0.000	0.000	0.000	-	0.0%	
Total Budget	0.000	0.000	0.000	(14.230)	(14.230)	0.000	-	0.0%	

**Variance Explanations**

**1. Employee Costs**

This underspend reflects the current turnover levels and vacancies across the service.

**2. Property Costs**

This overspend reflects expenditure on repairs which are demand led and will be offset by an underspend in the bad debt provision.





# Report

5

Report to:	<b>Executive Committee</b>
Date of Meeting:	<b>26 September 2018</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Trading Services Financial Performance for Period 6 - 1 April to 17 August 2018</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide information on the estimated surplus for each of the Council's Trading Operations
- ◆ provide information on the actual surplus as at 17 August 2018
- ◆ provide an update on the projected results for the financial year 2018/2019

## 2. Recommendation(s)

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

- (1) that the surplus achieved to 17 August 2018 of £4.314 million, as detailed in Appendix A of the report, be noted.

## 3. Background

### Trading Operations Position

- 3.1. As part of the budget for 2018/2019, an estimated target for Trading Operations' surpluses was set at £11.466 million. In the period to 22 June 2018, this was revised to £11.937 million.
- 3.2. Since then, in the period to 17 August 2018, a transfer of budget has taken place to reflect the realignment of savings.
- 3.3. The effect of the above adjustments is to increase the Budgeted Trading Surplus by £0.004 million, resulting in a revised budget of £11.941 million.
- 3.4. Details of the financial performance of each of the individual Trading Operations is provided in Appendix A to this report.
- 3.5. This budgeted surplus sum will continue to be taken as a minimum target for achievement by the Trading Operations. Effort will be maintained to maximise results during the remainder of this financial year.

## 4. Employee Implications

4.1. None.

## 5. Financial Implications

5.1. As at 17 August 2018, the actual surpluses achieved by the Trading Operations total £4.314 million.

## **6. Other Implications**

- 6.1. The main risk associated with the Trading Operations' Budgets is that there is a reduction in the surplus achieved. The risk has been assessed as low given the detailed budget management applied across the Trading Operations. 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.
- 6.2. There are no implications for sustainability in terms of the information contained in this report.

## **7. Equality Impact Assessment and Consultation Arrangements**

- 7.1. 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.
- 7.2. 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)**

27 August 2018

### **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 17 August 2018

### **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](mailto:lorraine.o'hagan@southlanarkshire.gov.uk)

**SOUTH LANARKSHIRE COUNCIL**  
**Revenue Budget Monitoring Report**  
**Period Ended 17 August 2018 (No.6)**  
**Trading Operations**

	<b>2018/2019 Revenue Budget Surplus</b>	<b>2018/2019 Forecast Revenue Budget Surplus</b>	<b>Phased Budget (Surplus) at 17/08/18</b>	<b>Actual (Surplus) / Deficit at 17/08/18</b>	<b>Variance at 17/08/18</b>	
<b>Trading Service</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>	
Fleet	(2.895)	(2.895)	(1.113)	(1.113)	0.000	-
Roads	(4.640)	(4.640)	(1.766)	(1.766)	0.000	-
Property Services	(4.406)	(4.406)	(1.435)	(1.435)	0.000	-
<b>Total</b>	<b>(11.941)</b>	<b>(11.941)</b>	<b>(4.314)</b>	<b>(4.314)</b>	<b>0.000</b>	<b>-</b>



# Report

**6**

Report to:	<b>Executive Committee</b>
Date of Meeting:	<b>26 September 2018</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Additional Funding from Scottish Government and Other External Sources</b>
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## **1. Purpose of Report**

1.1. The purpose of the report is to:-

- ♦ advise the Committee of additional funding that has been made available to the Council by the Scottish Government and other external sources since the last report to this Committee (15 August 2018)

## **2. Recommendation(s)**

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

- (1) that the additional revenue funding of £0.428 million, as detailed at Appendix 1 of the report, be noted.

## **3. Background**

- 3.1. The Council is periodically advised of additional funding which is made available from the Scottish Government and other sources to enable various initiatives to be undertaken.
- 3.2. Additional funding may either be paid through the General Revenue Grant mechanism or by the completion of appropriate grant claims.
- 3.3. Details of the additional funding for 2018/2019, and beyond, are attached at Appendix 1 to the report. The report details additional funding that has been reported by Resources as part of the additional resources notification process, as well as any additional funding that has increased the Council's budget by more than £0.100 million.

## **4. Employee Implications**

4.1. None.

## **5. Financial Implications**

- 5.1. Additional revenue funding of £0.428 million has been identified for 2018/2019.
- 5.2. Resource budgets will be updated to reflect this additional funding as required, and where appropriate, details of spending plans will be presented to Resource Committees for approval.

## **6. Other Implications**

- 6.1. There are no implications for sustainability in terms of the information contained in this report.

## **7. Equality Impact Assessment and Consultation Arrangements**

- 7.1. 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.
- 7.2. 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)**

23 August 2018

### **Link(s) to Council Objectives/Values**

- ◆ Accountable, Effective and Efficient

### **Previous References**

- ◆ Executive Committee, 15 August 2018

### **List of Background Papers**

- ◆ Additional Funding Reports:  
11 July 2018 to 22 August 2018

### **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](mailto:lorraine.o'hagan@southlanarkshire.gov.uk)

Additional Revenue Funding

Resource	Description	2018/19 £m	2019/20 £m	2020/21 £m	Total £m	Method
Social Work Resources	Support for the New Mandatory Reconsideration Process Introduced by the DWP	0.110	0.000	0.000	<b>0.110</b>	Scottish Legal Aid Board (SLAB) Grant
Social Work Resources	Scottish Attainment Challenge – Care Experienced Children and Young People	0.318	0.000	0.000	<b>0.318</b>	Scottish Government Grant
	<b>TOTAL REVENUE FUNDING</b>	<b>0.428</b>	<b>0.000</b>	<b>0.000</b>	<b>0.428</b>	





# Report

7

Report to:	<b>Executive Committee</b>
Date of Meeting:	<b>26 September 2018</b>
Report by:	<b>Executive Director (Housing and Technical Resources)</b>

Subject:	<b>Land and Property Transfers and Disposals</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ advise the Executive Committee of the actions required in respect of land and property transfers

## 2. Recommendation(s)

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

- (1) that the land and property as detailed in Appendix A be transferred between Resources
- (2) that the land detailed in Appendix B be declared surplus to Council requirements

## 3. Background

- 3.1. Details of land and property, which is potentially suitable for redevelopment or disposal, are circulated to all Resources and Community Planning Partners to establish if they are suitable for alternative operational use.
- 3.2. Recommendations for the transfer of assets between Council Resources, detailed on appendix A, are made following the consideration of planning, title and other legal constraints and Council priorities.
- 3.3. Transactions where there is a requirement to declare property surplus to enable negotiations for minor or adjoining sales to progress are detailed on appendix B.
- 3.4. Such transactions are only included in the report after successful consultation with the Holding Resource(s) and Planning.

## 4. Transfers

4.1. Former Cameronian Hall, 89 Victoria Street, Larkhall

This facility was closed on 31 March 2018. This property is adjacent to the existing Education facility at Claude Street and Education have expressed an interest in the former hall as it will enable the expansion of the existing nursery and Education activities at Claude Street, including provision of outdoor play.

## 5. Property Transactions

5.1. Appendix B details negotiated transactions where the land requires to be declared surplus in order that Property Services can conclude negotiations for their disposal.

- 5.3. The Committee is asked to approve the recommendation that these areas of land are declared surplus to the Council requirements in order that Property Services can conclude negotiations for their disposal.

## **6. Employee Implications**

- 6.1. There are no employee implications.

## **7. Financial Implications**

- 7.1. Capital receipts for both General Services and Housing Revenue Accounts will be secured through the disposals identified in this report.

## **8. Other Implications**

- 8.1. There is a low risk that the capital receipts anticipated, as a result of declaring these properties surplus, may not be realised if, for reasons outwith the Council's control, the purchasers choose not to proceed with the transactions. However, the procedures and consultations described in Sections 3 and 9 of this report have been implemented to minimise this risk.

- 8.2. There are no significant issues in terms of sustainability arising from 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. Consultation was undertaken with all Resources through the Property Bulletin. In addition, Planning, Roads, Legal, and Housing Services were consulted through the Area Property Groups.

**Daniel Lowe**

**Executive Director (Housing and Technical Resources)**

28 August 2018

## **Link(s) to Council Values/Ambitions/Objectives**

- ◆ Achieve results through leadership, good governance and organisational effectiveness

## **Previous References**

- ◆ Executive Committee – 27 June 2018
- ◆ Executive Committee – 28 March 2018

## **List of Background Papers**

- ◆ Plans of the land and property referred to in this report

## **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

## APPENDIX A

### TRANSFERS

Area	Description	Previous Account	New Holding Account	Transfer	Value Band
891 sqm	Former Cameronian Hall, 89 Victoria Street, Larkhall	Community	Education	Immediate	4

## APPENDIX B

### DECLARE SURPLUS

Area	Description	Holding Account	Proposal	Value Band
98 sqm	Ground at Braehead Road, Thorntonhall	Planning	Formation of access by adjoining owner	4
270 sqm	Ground at John Hendry Road, Uddingston	Planning	Formation of industrial storage area	4
136 sqm	Land at Cathkin Primary School, Rutherglen	Education	Formation of SGN Gas Governor	4
42 sqm	Land adjacent to 14 Sydney Place, East Kilbride	Community	Extension to garden	4
26 sqm	Land adjacent to 21 Orlando, East Kilbride	Community	Extension to garden	4

### Value Bands

1 – over £1 million

2 – £500,000 to £999,999

3 – £100,000 to £499,999

4 – less than £100,000



# Report

8

Report to:	<b>Executive Committee</b>
Date of Meeting:	<b>26 September 2018</b>
Report by:	<b>Executive Director (Education Resources) and Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Schools Modernisation Programme Update and Transfer of Funding to St Mary's Primary School, Hamilton and St Charles' Primary School, Cambuslang</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide an update on the Schools Modernisation Programme as it nears completion;
- ◆ recognise that growth in pupil numbers remains a current issue and that monitoring of the adequacy of the school estate will be an ongoing process; and
- ◆ seek approval to use identified funding to allow 2 primary school extension projects to commence.

## 2. Recommendation(s)

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

- (1) that the near completion and achievements of the Council's School Modernisation Programme, be noted;
- (2) that the two projects required due to current capacity issues (St Mary's Primary School, Hamilton and St Charles' Primary School), and the proposed funding package detailed in section 7, be approved; and
- (3) that a further update will be provided to Committee as required as part of a future long term strategy on capital spend, be noted.

## 3. Background

3.1. In 2004 the Council gave a commitment to the Schools Modernisation Programme with the vision of replacing the entire school estate with modern accommodation fit for learning in the 21<sup>st</sup> century. Since then the programme has been implemented in agreement with Housing & Technical Resources, Finance and Corporate Resources and a range of other partners.

3.2. Out with the PPP contract for our 19 secondary schools, there are only 3 projects remaining in the modernisation programme – Underbank Primary School, Walston Primary School and the Early Learning Unit. In addition, there are a small number of projects where the final elements of demolitions, playground landscaping or MUGA pitch works are to be finalised. The last new build project will be completed by summer 2019 and will see the Council having rebuilt or majorly refurbished 128 primary schools and 12 standalone nurseries at a total cost of £866 million.

- 3.3. We believe the modernisation programme to be one of excellence allowing children and young people to experience learning in a welcoming, bright, spacious and modern environment. Our schools are inspiring places for pupils to learn and teachers to teach and will assist in further improving achievement and raising educational attainment.
- 3.4. Although the original Primary Schools Modernisation Programme is nearing completion, Education Resources continues to operate within an environment of pupil change that will necessitate further periodic accommodation adjustments.
- 3.5. The primary pupil population predictions made at the inception of the Schools Modernisation Programme (2003) were based on 2001 National Census figures published by the General Registrar of Scotland and the census of school rolls undertaken in September 2002.
- 3.6. At that time, it was predicted that the pupil population would decrease to 21,700 (14%) between 2003 and 2013. In reality, there were 24,000 primary pupils in 2013, 10% more than predicted. In addition, after factoring in future known planned housing expansion there will be around 26,000 primary pupils in 2020, more than 4,000 additional pupils than was anticipated at the beginning of the building programme.
- 3.7. To absorb the pressures of more pupils there has been on-going review and consideration of catchment changes; the use of general purpose rooms, ICT rooms and open spaces for class teaching; use of second class teachers and other adaptations or building works paid from the current capital funding due to end in 2019/2020. However, it remains that there will be insufficient accommodation to cater for pupils in some schools and areas.
- 3.8. As it is recognised that growth in pupil numbers remains a current issue and that monitoring of the school estate will be an ongoing process, some immediate projects have been identified which require a funding solution to allow them to progress.
- 3.9. In the immediate term, there are two schools where accommodation pressures exist and where an interim solution is in place, but a permanent solution is required.

#### **4. Schools Modernisation Programme / Growth and Capacities**

- 4.1. The Schools Modernisation Programme in its existing format ends in 2019. In addition, the Council has a Growth and Capacities budget within the overall Capital Programme. An exercise has been undertaken to review the budget needed to complete the approved school projects. Based on current predictions, it is anticipated that a saving of £3.000 million against a remaining programme budget of £21.420 million, will be realised in 2019/2020.

#### **5. Immediate Projects**

##### **St Mary's Primary School, Hamilton**

- 5.1. The original build provided 11 classrooms, then the conversion of the ICT suite increased this to 12 classrooms. However with rising pupil numbers this was increased to 14 classes as a result of adaptations to the school's general purpose room, and the playground siting of a mobile teaching unit, which is only a short term solution.
- 5.2. At census the school had a pupil roll of 403 and is expected to remain at this level or increase given the proposed house building in the area. The school requires 15 classroom to operate efficiently.

- 5.3. Ideally, to provide sufficient break out space and additional learning and teaching space, 15 classrooms and a replacement general purpose room would be required for a school of this size. However, due to site constraints, there is only sufficient space to provide a two classroom expansion, with the general purpose room continuing to be used as the 15<sup>th</sup> classroom.

**St Charles' Primary School, Cambuslang**

- 5.4. The school was built with 10 classrooms and a two classroom, modular extension with temporary planning consent was provided in 2015. At census, the school had a roll of 380.
- 5.5. The pupil roll is set to increase with a further 103 additional pupils expected to be generated from the final phase of the Newton Community Growth Area giving, a future predicted pupil roll of 483.
- 5.6. A feasibility study was undertaken and the proposed project would be an extension with 5 classrooms plus a general purpose area. A 5 classroom extension is the maximum that could be constructed on this site adhering to legislative compliance in terms of the Schools Premises Regulation 1967.
- 5.7. As part of the monitoring and review process of school accommodation, other factors such as catchment review was considered but neighbouring schools would not be able to manage additional pupils, and these two schools are already using additional second class teachers within a classroom, a process which is costly to the annual revenue budget and a poor use of teacher resources at a time when there is a national shortage.

**6. Employee Implications**

- 6.1. In terms of employee costs, the use of additional class teachers in these schools will be reduced. Where pupil growth continues, the allocation of teachers and school management will be in accordance with the normal annual budget setting process for schools.

**7. Financial Implications**

- 7.1. In respect of these 2 projects, the estimated costs have been identified as £4.4 million as shown in the table below. Developer contributions totalling £0.4 million have been identified which will reduce the Council's funding requirement to £4.0 million.
- 7.2. As noted in section 4, the original Schools Modernisation Programme is near completion and taking this and the budget available from the Growth and Capacities programme, a saving of £3 million has been identified against the projected budget need. It is proposed that this £3 million is used to reduce the funding shortfall to £1 million.
- 7.3. To manage this shortfall, it is proposed that the £1 million be funded through borrowing. Through borrowing the Council will require to repay the debt, and interest costs. These costs, which will be payable from 2020/2021, are estimated at £0.049 million per annum. This can be managed within the saving generated through the reduced use of additional class teachers (6.1. above).

<b>Project: Costs and Proposed Funding Solution</b>	<b>Est. Cost</b>	<b>Est. Completion Date</b>
1. St Mary's Primary School, Hamilton	£0.7m	2019
2. St.Charles' Primary School, Cambuslang	£3.7m	2020
<b>Total Funding Shortfall</b>	<b>£4.4m</b>	
<b>Funding Solutions:</b>		
Developer Contributions	£0.4m	
Underspend Education Resources capital budgets	£3.0m	
Borrowing	£1.0m	
<b>Total Funding Solution</b>	<b>£4.4m</b>	

- 7.4. Work continues to be undertaken to identify future accommodation issues and a further report will be brought to a later Executive Committee as part of the future long term strategy on capital investment.

## **8. Equality Impact Assessment and Consultation Arrangements**

- 8.1. As the tracking and forecasting of trends in pupil numbers, and the monitoring of potential resultant pressures on school accommodation is ongoing, the content of this report does not constitute a new policy or strategy and therefore no equality impact assessment is required.

**Tony McDaidd**

**Executive Director (Education Resources)**

**Paul Manning**

**Executive Director (Finance and Corporate Resources)**

3 September 2018

## **Link(s) to Council Objectives**

- ◆ Improve achievement, raise educational attainment and support lifelong learning
- ◆ Ensure schools and other places of learning are inspirational

## **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:-

Lynn Sherry, Head of Education (Support Services and School Estate)

Ext: 4475 (Tel: 01698 454475)

E-mail: [lynnsherry@southlanarkshire.gov.uk@southlanarkshire.gov.uk](mailto:lynnsherry@southlanarkshire.gov.uk@southlanarkshire.gov.uk)



# Report

**9**

Report to: **Executive Committee**  
Date of Meeting: **26 September 2018**  
Report by: **Chief Executive**

Subject: **Recommendations Referred by Resource Committees**

## **1. Purpose of Report**

1.1. The purpose of the report is to:-

- ◆ request approval of the following recommendations referred to this Committee by the:-
  - ◆ Community and Enterprise Resources Committee of 21 August 2018
  - ◆ Housing and Technical Resources Committee of 22 August 2018

## **2. Recommendation(s)**

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

- (1) that the recommendations referred by the Community and Enterprise Resources Committee and the Housing and Technical Resources Committee in relation to Resource Plans for 2018/2019 be approved.

## **3. Background**

3.1. **Community and Enterprise Resources' Resource Plan 2018/2019 – Extract of Minute**

A report dated 5 July 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the Community and Enterprise Resource Plans 2017/2018 and 2018/2019.

Details were provided on:-

- ◆ progress made in implementing the priority projects identified in the Resource Plan 2017/2018, as detailed in the Quarter 4 Progress Report attached as Appendix 1 to the report
- ◆ the Resource Plan for 2018/2019, attached as Appendix 2 to the report, which outlined the:-
  - ◆ objectives and actions for 2018/2019
  - ◆ capital and revenue resources for 2018/2019
  - ◆ organisational structure of the Resource

In line with the Council's performance management arrangements, a mid-year progress report on actions identified in the 2018/2019 Resource Plan would be submitted to a future meeting of the Committee.

**The Committee decided:** that the Quarter 4 Progress Report for 2017/2018, attached as Appendix 1 to the report, together with the achievements made by the Service during 2017/2018, be noted.

**The Committee recommended to the Executive Committee:** that the Community and Enterprise Resource Plan for 2018/2019 be approved.

*[Reference: Minutes of 12 December 2017 (Paragraph 6)]*

### 3.2. **Housing and Technical Resources' Resource Plan 2017/2018 – Extract of Minute**

A report dated 1 August 2018 by the Executive Director (Housing and Technical Resources Resources) was submitted on the Housing and Technical Resource Plans 2017/2018 and 2018/2019.

Details were provided on:-

- ♦ progress made in implementing the priority projects identified in the Resource Plan 2017/2018, as detailed in the Quarter 4 Progress Report attached as Appendix 1 to the report
- ♦ the Resource Plan for 2018/2019, attached as Appendix 2 to the report, which outlined the:-
  - ♦ objectives and actions for 2018/2019
  - ♦ capital and revenue resources for 2018/2019
  - ♦ organisational structure of the Resource

In line with the Council's performance management arrangements, a mid-year progress report on actions identified in the 2018/2019 Resource Plan would be submitted to a future meeting of the Committee.

**The Committee decided:** that the Quarter 4 Progress Report for 2017/2018, attached as Appendix 1 to the report, together with the achievements made by the Resource during 2017/2018, be noted.

**The Committee recommended to the Executive Committee:** that the Housing and Technical Resource Plan for 2018/2019 be approved.

*[Reference: Minutes of 13 December 2017 (Paragraph 7)]*

### **4. Employee Implications**

- 4.1. All employee implications were highlighted as part of the original reports to Resource Committees.

### **5. Financial Implications**

- 5.1. All financial implications were highlighted as part of the original reports to Resource Committees.

### **6. Other Implications**

- 6.1. Any risks or sustainability issues or other implications were highlighted as part of the original reports to the Resource Committees.

## **7. Equality Impact Assessment and Consultation Arrangements**

- 7.1. Equality impact assessment and consultation arrangements were highlighted as part of the original reports to the Resource Committees.
- 7.2. There is no requirement to carry out an Equality Impact Assessment or consultation in terms of the proposals contained in this report.

**Lindsay Freeland**  
**Chief Executive**

14 September 2018

### **Link(s) to Council Values/Objectives**

- ◆ Accountable, effective and efficient

### **Previous References**

- ◆ Minutes of Community and Enterprise Resources Committee of 21 August 2018
- ◆ Minutes of Housing and Technical Resources Committee of 22 August 2018

### **List of Background Papers**

- ◆ Individual reports to Resource Committees

### **Contact for Further Information**

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

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# Report

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Report to:	<b>Executive Committee</b>
Date of Meeting:	<b>26 September 2018</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Council Complaints Report: SPSO Annual Overview 2017/2018</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide the Committee with an update on the performance of the Council's handling of complaints received during the period 1 April 2017 to 31 March 2018 against the Scottish Public Services Ombudsman (SPSO) national indicators;
- ◆ identify improvement activity as a result of the analysis of complaints (see 6.3 and Appendix 1 – indicator 8);
- ◆ provide customer feedback on complaint handling.

## 2. Recommendation(s)

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

- (1) that complaints performance and areas highlighted for improvement be noted.

## 3. Background

- 3.1. The Council is required to monitor and assess complaints handling performance to provide assurance in relation to how we have performed; to facilitate continuous improvement; and to assist in benchmarking performance between local authorities. The performance indicators for the local authority model complaints handling procedure are the minimum requirements for a local authority to self-assess and report on performance, and to undertake benchmarking activities.
- 3.2. Compliance with the procedure is monitored by Audit Scotland in conjunction with the SPSO and in line with the principles of the Best Value Shared Risk Assessment (SRA) arrangements. This procedure has been extended to Social Work Resources as of 1 April 2017 and therefore the figures presented in this report for Social Work Resources should be taken for benchmarking purposes rather than a year on year comparison.
- ## 4. Overview
- 4.1. As per SPSO requirements, an annual report is provided to members and the Corporate Management Team (CMT) receive regular quarterly reports on Council complaints. Work continues to improve our performance and to learn from complaints to improve our service.
- 4.2. When introducing the new Complaints Handling Process (CHP) the SPSO developed a suite of performance indicators which the Council is required to report against. These are:-

- Indicator 1 - Complaints received per 1000 of population
- Indicator 2 - % of closed complaints at stages 1 and 2
- Indicator 3 - % of complaints upheld, partially upheld and not upheld
- Indicator 4 - Average time in days to respond to stage 1 and 2 complaints
- Indicator 5 - % responded to within timescales stages 1 and 2
- Indicator 6 - % of complaints where an extension is authorised at stage 1 and 2
- Indicator 7 - Learning from complaints
- Indicator 8 - Customer satisfaction

## **5. Indicator performance**

5.1. As per the 2011 census South Lanarkshire currently has a population of just over 314,000 people and as such, in the period April 2017 to March 2018, a total of 988 complaints were received. This means there were 3.2 complaints for every 1000 head of population. Compared to 2016/17, this indicator has remained at 3.2 per 1000 head of population.

5.2. Complaints closed in this period (1048) are detailed by Resource at Appendix 1. The figures presented are shown as a percentage of all complaints recorded and overall they currently show that:-

- ◆ 80% of complaints received are dealt with at stage 1, i.e. within 5 working days
- ◆ 9% are dealt with at stage 2 i.e. within 20 working days
- ◆ 11% have been escalated from stage 1 to stage 2 and closed

The number of complaints closed is higher than the number received as these will include complaints received in 2016/17 but closed in 2017/2018.

5.3. Of the complaints received:

At Stage 1, 37% are upheld and 58% are not upheld. 5% of complaints were not categorised as upheld or not upheld. This is a slight increase compared with the complaints received in 2016/17 where 3.3% of complaints were not categorised as upheld or not upheld.

At stage 2, 27% are upheld and 73% are not upheld. This represents a 4% increase in upheld complaints at Stage 2 in comparison with 2016/17.

In terms of upheld complaints across the Resources, most complaints are upheld in Social Work Resources (44% of complaints) and fewest were upheld in Community and Enterprise Resources (33% of complaints).

Of the complaints that were escalated from stage 1 to stage 2, 22% are upheld and 78% are not upheld.

#### 5.4. Responding to complaints:

The average number of days taken to respond to complaints at a Council wide level for stage 1 is 4.8 working days and 14.4 working days at stage 2. In 2016/2017 the average working days to respond to stage 1 was 4.9, and at stage 2 it was at 14.

This average figure represents a slight improvement in the complaints handling performance and maintains the overall level 1 response times within the recommended timescale of the procedure. The stage 2 working day average has increased slightly by 0.4 working days.

#### 5.5. Overall 76% of Stage 1 complaints are dealt within timescale. This represents an overall reduction of 3% in comparison to complaints received in 2016/2017.

For Stage 2 complaints this is 56%, and of the complaints escalated from stage 1 to stage 2, 84% are dealt within timescale.

Resources are using extensions at Stage 1 on a limited basis with 3.4% of all Stage 1 complaints having an extension agreed. This remains the same as the previous year.

With respect to stage 2, 6.2% of complaints have had an extension agreed.

The tables in Appendix 1 indicate Social Work Complaints are on average dealt with within 11.8 working days at Stage 1 and 28.9 working days at Stage 2. Social Work complaints escalated from Stage 1 to Stage 2 are dealt with within an average of 19.8 working days.

Social Work complaints can often be of a complex nature and due to this complexity would take longer than the 5 day timescale to allow a more detailed investigation to take place. A confidence in managers to escalate to Stage 2 is being encouraged at an earlier stage for complex cases.

This is the first year Social Work have been measured against these indicators and the performance reflects the transition for the Resource to adopt the new timescales.

Action is taking place within the Resource to make improvements to the timescales involved in handling complaints. This includes further complaints handling training and raising awareness of the options available in the procedure for escalating complaints to the next stage where it is appropriate to do so.

The figures presented at Resource level do show specific areas for improvement, however, it should be noted that where the majority of complaints are received (Finance and Corporate Resources, Education Resources, and Community and Enterprise Resources), performance is in line with and at all stages is better than the timescales set out within the Complaints Handling Procedure.

The lack of consistent and appropriate use of a single recording system by Resources continues to create an element of delay and is an area for improvement, the use of a single system would help reduce unnecessary delays.

The introduction of the new Objective file plan system will bring about a uniformity in terms of data recording and reporting. Phase 1 of this system is due to be implemented by the end of November 2018.

- 5.6. It should also be noted that Resources do have the opportunity to place more complaints directly to stage 2 if it is appropriate. There were 119 complaints that were escalated from stage 1 to 2 and staff should be encouraged to go directly to stage 2 where the procedure gives adequate time to properly investigate and respond to complex complaints. The statistics here will be discussed at the next meeting of the Complaints Champions, where the group will consider an action to raise awareness of the complaints process, giving employees the confidence to progress an investigative complaint directly to stage 2, rather than going through the escalation process from Stage 1 to 2.

The purpose of the 2 stage procedure is to handle complaints effectively at the first time of asking and not to give multiple attempts at resolving complaints. Where a complaint is escalated to the SPSO they are interested in whether first and foremost the Council have followed the procedure correctly and appropriately.

- 5.7. This is now the 5<sup>th</sup> year of operating this Complaints Handling Procedure. This year's figures highlight maintaining a good standard in having implemented the CHP across the organisation as a whole, and there continues to be good performance in dealing with complaints within timescale at stage 1 and of the numbers upheld and not upheld.
- 5.8. In line with the requirements of indicator 8 regular good practice examples from across Resources are highlighted on a regular basis in myWorks and on the You Said, We Did pages of the Council website.

## **6. Customer Satisfaction**

- 6.1. To meet the requirements of the SPSO performance indicator 8 – Customer Satisfaction feedback is gathered from customers who have used the complaints procedure.

This gives insight into how the customer feels about how their complaint has been handled and helps to inform service improvements. As per 2016/17 the survey has been conducted by email, with all who agree to participate being sent a link to the survey which is in line with the complaints handling procedure.

Appendix 2 details the respondent's feedback for the period from 1 April 2017 to 31 March 2018.

- 6.2. The key points to note from the survey results are as follows:-
- ◆ Around two thirds of the respondents knew that the Council had a complaints process and 63% found it easy to make their complaint and 63% said that they would be willing to use the process again.
  - ◆ 63% of the respondents felt that the explanation given on how the Council reached their decision was not full and clear and 38% were satisfied with the outcome of their complaint.
  - ◆ 50% felt that they were treated fairly and sensitively. Several reasons were given by those customers who felt that was not the case with the main examples being attitude of staff, no apology or empathy shown for the situation.
  - ◆ Customers scored the Council on how well employees had dealt with their complaint in terms of their knowledge as 51%, their friendliness 51% and their understanding of the complaint 51%.



- 6.3. The Council asks complainants if they have any comments about how we can improve our complaints process. The majority of suggestions continue to be about keeping customers informed about the progress and outcome of their complaints; other comments focused on being taken seriously in terms of progressing the complaint; and some comments focused on having specific officers from a Resource looking at a complaint.

## **7. Employee Implications**

- 7.1. Employees are key to effective service delivery and in trying to resolve complaints. Training is available to all employees through a range of methods including full handbooks, quick guides, e-learning, and good practice examples.

## **8. Financial Implications**

- 8.1. These are met within existing budgets.

## **9. Other Implications**

- 9.1. There is a risk of damage to the Council's reputation. If complaints are not handled effectively, there can be an adverse effect on the public perception of the Council which can lead to a lack of trust in the services provided.
- 9.2. Internal audit have analysed our implementation of the new process and are satisfied with the process being properly in place.

## **10. Equality Impact Assessment and Consultation Arrangements**

- 10.1. Council Resources and the Corporate Management Team have been consulted on the data required for this report. Customers are consulted on the process every month.
- 10.2. There is no requirement to carry out an equality impact assessment in relation to the proposals within this report. However, the learning from complaints is used to ensure Council services are accessible to all members of the community and, wherever possible, to prevent discrimination, harassment or victimisation from occurring.

**Paul Manning**

**Executive Director (Finance and Corporate Resources)**

5 September 2018

## **Link(s) to Council Values**

- ◆ Accountable, Effective, Efficient and Transparent
- ◆ Fair, Open, and Sustainable
- ◆ Ambitious, Self -Aware and Improving

## **Previous References**

- ◆ None

## **List of Background Papers**

- ◆ Monitoring information provided by each Resource
- ◆ Complaints handling customer feedback report

## **List of Appendices**

- ◆ Appendix 1 – Scottish Public Services Ombudsman’s Performance indicators from 1 April 2017 to 31 March 2018
- ◆ Appendix 2 - Overview of responses for the complaints handling customer feedback survey from 1 April 2017 to 31 March 2018

**Contact for Further Information**

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

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## SPSO performance indicators (KPI's) from 1 April 2017 to 31 March 2018

**Complaints closed at stage one and stage two as a percentage of all complaints closed (SPSO indicator 2) Percentages are shown with actual numerical figures shown in brackets.**

<b>Resource (total no. closed)</b>	<b>% (no.) closed at stage 1</b>	<b>%(no.) closed at stage 2</b>	<b>% (no.) closed at stage 2 - escalated from stage 1</b>
Community and Enterprise (209)	<b>77% (162)</b>	<b>13% (27)</b>	<b>10% (20)</b>
Education (185)	<b>79% (144)</b>	<b>13% (25)</b>	<b>8% (16)</b>
Finance and Corporate (213)	<b>88% (188)</b>	<b>1% (2)</b>	<b>11% (23)</b>
Housing and Technical (249)	<b>83% (207)</b>	<b>3% (7)</b>	<b>14% (35)</b>
Social Work (192)	<b>70% (135)</b>	<b>17% (32)</b>	<b>13% (25)</b>
<b>Total (1048)</b>	<b>80% (836)</b>	<b>9% (93)</b>	<b>11% (119)</b>

**Number of complaints upheld/not upheld at each stage as a percentage of complaints closed in full at each stage (SPSO indicator 3) Percentages are shown with actual numerical figures shown in brackets.**

<b>Resource</b>	<b>% (no.) upheld at stage 1</b>	<b>% (no.) not upheld at stage 1</b>	<b>% (no.) upheld at stage 2</b>	<b>% (no.) not upheld at stage 2</b>
Community and Enterprise	<b>33% (53)</b>	<b>67% (110)</b>	<b>19% (5)</b>	<b>81% (21)</b>
Education	<b>36% (52)</b>	<b>64% (93)</b>	<b>26% (6)</b>	<b>74% (17)</b>
Finance and Corporate	<b>36% (64)</b>	<b>64% (87)</b>	<b>0% (0)</b>	<b>100% (2)</b>
Housing and Technical	<b>42% (86)</b>	<b>58% (119)</b>	<b>57% (4)</b>	<b>43% (3)</b>
Social Work	<b>44% (57)</b>	<b>56% (74)</b>	<b>30% (9)</b>	<b>70% (21)</b>
<b>Total</b>	<b>37% (312)</b>	<b>58% (483)</b>	<b>27% (24)</b>	<b>73% (64)</b>

\* 5% (41) of all complaints at stage 1 were not categorised as either upheld or not upheld and are therefore not included in the above calculation.

<b>Resource</b>	<b>% (no.) of escalated complaints upheld</b>	<b>% (no.) of escalated complaints not upheld</b>
Community and Enterprise	<b>25% (5)</b>	<b>75% (15)</b>
Education	<b>11% (2)</b>	<b>89% (15)</b>
Finance and Corporate	<b>13% (3)</b>	<b>87% (20)</b>
Housing and Technical	<b>20% (7)</b>	<b>80% (28)</b>
Social Work	<b>37% (9)</b>	<b>63% (15)</b>
<b>Total</b>	<b>22% (26)</b>	<b>78% (93)</b>

**Average time in working days for a full response to complaints at each stage (working days) (SPSO indicator 4)**

Resource	Stage 1	Stage 2	Escalated
Community and Enterprise	5.0	17.0	8.0
Education	4	7.8	6.0
Finance and Corporate	4.1	10.5	14.2
Housing and Technical	4.1	21.9	18.1
Social Work	11.8	28.9	19.8
<b>Total</b>	<b>4.8</b>	<b>14.4</b>	<b>11.0</b>

**Percentage of complaints at each stage which were closed in full within the set timescales of 5 and 20 working days (SPSO indicator 5). Percentages are shown with actual numerical figures shown in brackets.**

Resource	% (no.) Stage 1 within 5	% (no.) Stage 2 within 20	% (no.) Escalated within 20
Community and Enterprise	72% (128)	73% (20)	87% (17)
Education	77% (111)	64% (16)	100% (16)
Finance and Corporate	91% (171)	100% (2)	96% (22)
Housing and Technical	86% (179)	71% (5)	77% (27)
Social Work	41% (56)	28% (9)	69% (18)
<b>Total</b>	<b>76% (633)</b>	<b>56% (52)</b>	<b>84% (100)</b>

**Percentage of complaints at each stage where an extension to the 5 or 20 working day timeline has been authorised (SPSO indicator 6). Percentages are shown with actual numerical figures shown in brackets.**

Resource	% (no.) Stage 1	% (no.) Stage 2	%(no.) Escalated
Community and Enterprise	8% (4)	0	24% (4)
Education	0	0	0
Finance and Corporate	1% (1)	0	0
Housing and Technical	1% (2)	20% (1)	44% (12)
Social Work	7% (4)	11% (1)	28% (5)
<b>Total</b>	<b>3.4% (11)</b>	<b>6.2% (2)</b>	<b>19.2% (21)</b>

**Statement outlining changes or improvements to services or procedures as a result of the consideration of complaints (SPSO indicator 8)**

<b>Learning outcomes from complaints</b>
<b>Complaints Performance, including <a href="#">you said we did</a> information</b>

## Complaints handling customer feedback survey (SPSO indicator 7)

## Overview of responses from 1 April 2017 to 31 March 2018

Note: data based on 8 respondents

Question	% response
Aware that the Council had a complaints process	63%
Satisfied with the ease of making their complaint	63%
Satisfied with the information and advice provided by employees	38%
Satisfied with how well they were kept informed about the progress of their complaint	51%
Satisfied with the speed with which their complaint was dealt with	51%
Satisfied with the response/explanation received	38%
Satisfied with how the complaint was handled overall	38%
The explanation given of how the decision was reached in the response was full and clear	38%
Satisfied with the outcome of the complaint	38%
Reason for dissatisfaction with Council's decision: <ul style="list-style-type: none"> <li>• Council Policy</li> <li>• How the complaint was handled</li> <li>• How the outcome of the complaint was communicated</li> <li>• Other reason</li> </ul> <p>Various reasons were cited, however the main reasons were the delays in progressing the complaint to satisfaction level and complaint not being fully investigated at the appropriate stage.</p>	20% 40% 0 40%
Felt treated fairly and sensitively	50%
Customers were asked to rate the following in terms of how employees dealt with their complaint. The % is the number of customers who rated excellent or good: <ul style="list-style-type: none"> <li>• Knowledge of Council employees</li> <li>• Friendliness of Council employees</li> <li>• How well Council employees understood the complaint</li> </ul>	51% 51% 51%
Complaints process easy to use	76%
How willing would you be to make another complaint in the future if the need arises?	66%
Indicator narrative: statement to report customer satisfaction with the complaints service provided.	

# Report

<b>To:</b>	<b>Executive Committee</b>
<b>Date:</b>	<b>26 September 2018</b>
<b>Prepared by:</b>	<b>Executive Director (Finance and Corporate Resources)</b>

<b>Subject:</b>	<b>Local Government Benchmarking Framework 2016/2017 Final Results and Action Plan</b>
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## 1. Purpose of report

- 1.1. The purpose of this report is to:-
- ♦ provide the Committee with the final Local Government Benchmarking Framework (LGBF) results for 2016/2017

## 2. Recommendations

- 2.1. Committee is asked to approve the following recommendations:-

- (1) that the publication of the 2016/2017 results be noted; and
- (2) that the improvement actions identified following the scrutiny of the 2016/2017 results be noted.

## 3. Background

- 3.1. The use of the LGBF indicators and the publication of the results by councils is part of the commitment to Public Performance Reporting. This is a statutory requirement set out by the Accounts Commission in its Direction to local authorities on the publication of performance information.
- 3.2. This report presents the final 2016/2017 LGBF results.

## 4. LGBF indicators – final results

- 4.1. The final LGBF results were released by the Improvement Service on 9 April 2018. Table 1 below summarises the number of indicators improving and declining and those where results are better or worse than the Scottish average between 2015/2016 and 2016/2017. 38 (52%) indicators show an improvement from the year before, compared with 31 (47%) previously. In terms of comparison with the Scottish average, 39 (53%) of South Lanarkshire Council's indicators performed better, compared with 37 (56%) in the previous year.

**Table 1 – Summary of 2016/2017 final LGBF Results (and 2015/2016 comparison)**

<b>KEY:</b>		<b>Number of indicators</b>	
		<b>2015/2016</b>	<b>2016/2017</b>
↑	improving performance in SLC	31 (47%)	38 (52%)
↓	declining performance in SLC	31 (47%)	28 (38%)
↔	No change in performance in SLC	3 (5%)	2 (3%)
N/A	Info not available	1 (1%)	5 (7%)
✓	SLC results better than Scottish average	37 (56%)	39 (53%)
X	SLC results worse than Scottish average	27 (41%)	27 (37%)
↔	SLC results same as Scottish average	2 (3%)	2 (3%)
N/A	Info not available	0	5 (7%)

- 4.2. The final LGBF results for 2016/2017 are attached as Appendix 1. The results and performance for 2016/2017 have been examined in detail by Resources and appropriate improvement actions have been identified.

## **5. Employee Implications**

- 5.1. There are no employee implications.

## **6. Financial Implications**

- 6.1. There are no direct financial implications arising from this report. To further the work of the Improvement Service in relation to the LGBF, each Scottish local authority has committed to make a £2,500 annual contribution. This is met from within existing budgets.

## **7. Other Implications**

- 7.1. There are no risk or sustainability issues associated with the content of this report.

## **8. Equality Impact Assessment and Consultation Arrangements**

- 8.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore, no impact assessment is required.
- 8.2. Consultation has taken place with the Corporate Improvement Advisory Board (CIAB) in gathering the data, information and explanations included within this report.

**Paul Manning**

**Executive Director (Finance and Corporate Resources)**

20 August 2018

## **Link(s) to Council Values/Ambitions/Objectives**

- ◆ Achieve results through leadership, good governance and organisational activity

## **Previous References**

- ◆ None

## **List of Background Papers**



♦ LGBF final results 2016/2017

**Contact for Further Information**

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

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# 2016-17 LGBF Results - Appendix 1

South Lanarkshire Council LGBF Results 2016/17			2015/16			2016/17			Result Trend	Scotland		Comments/Progress
Lead	LGBF Ref	Description	Results	Rank	Quartile	Results	Rank	Quartile		2016/17 Scottish Average	Comparison with Scotland: better or worse?	
Community and Enterprise	C&L1	Cost per attendance at sports facilities	£2.23	14	2	£2.21	12	2		£2.81		In 2016-17, the cost per attendance at sports facilities in South Lanarkshire is lower than the 2015-16 result and lower than the Scottish average. Tight budgetary control is assisting in the control of these service costs.
	C&L2	Cost per library visit	£3.72	21	3	£3.67	24	3		£1.97		Whilst the cost per library visit in South Lanarkshire in 2016-17 is higher than the Scottish average, it is lower than the cost in 2015-16. This decrease in costs was achieved as a result of a reduction in staff numbers and staff hours, and reduced library opening hours.  Library staffing levels are continually being reviewed as a result of financial efficiencies; for example, a review of the Home Delivery service is currently underway.
	C&L3	Cost of museums per visit	£2.71	12	2	£3.14	13	2		£3.15		In 2016-17, the cost per museum visit in South Lanarkshire increased compared to 2015-16. This is largely due to a reduction in visits resulting from the closure of the David Livingstone Museum for refurbishment and reduced attendances at Chateaufort Visitor Centre. Despite this, our cost per visit is still lower than the Scottish average.
	C&L4	Cost of parks and open spaces per 1,000 population	£32,834.00	30	4	£28,480.00	28	4		£20,432.00		South Lanarkshire Council's cost of parks and open spaces is lower than the previous year. Despite this, our costs are higher than the Scottish average – the reason for this is the range of services provided in South Lanarkshire across a broad spectrum of geographical landscapes, and also a number of services which are provided more frequently compared with other local authorities.  The cost of parks and open spaces is expected to further reduce in 2017-18 as a result of financial efficiencies.  The Service is continuing to review its processes and work programmes to minimise costs e.g. in 2018-19, APSE are undertaking a review of the Grounds Service and one aspect of this review is to look at the cost of the Grounds service.  APSE will also be asked to provide comparative data for other Councils and to facilitate discussions with the Improvement Service on the level of service being provided by other local authorities in relation to parks and open spaces, to ensure that we are comparing on a like for like basis.
	C&L5a	Percentage of adults satisfied with libraries	72.7%	28	4	69.3%	29	4		74.7%		This LGBF result is derived from the Scottish Household Survey. South Lanarkshire Leisure and Culture (SLLC) carries out its own satisfaction survey and, unlike the Scottish Household Survey, this survey asks for feedback from residents who have physically used the service. SLLC's own exit interviews with library users, carried out over the course of the year, shows a satisfaction level of 95%.
	C&L5b	Percentage of adults satisfied with parks and open spaces	75.7%	31	4	79.0%	29	4		86.0%		The Scottish Household Survey does not survey actual service users. The Grounds Service is of the view that based on feedback from users of the parks, the outcomes of "In Bloom" evaluations, and the award of a number of Green Flags, LGBF does not reflect local feedback.  To address this, Grounds Service will be carrying out a programme of formal localised consultation exercises on its parks and open spaces during 2018.











# 2016-17 LGBF Results - Appendix 1

South Lanarkshire Council LGBF Results 2016/17			2015/16			2016/17			Result Trend	Scotland		Comments/Progress
Lead	LGBF Ref	Description	Results	Rank	Quartile	Results	Rank	Quartile		2016/17 Scottish Average	Comparison with Scotland: better or worse?	
	C&L5c	Percentage of adults satisfied with museums and galleries	67.3%	21	3	70.0%	16	2		72.0%		This indicator is derived from the Scottish Household Survey. South Lanarkshire Leisure and Culture (SLLC) carries out its own satisfaction survey and, unlike the Scottish Household Survey, this survey asks for feedback from residents who have physically used the service. SLLC's own exit interviews, carried out over the course of the year with the customers, shows a satisfaction level of 93%.
	C&L5d	Percentage of adults satisfied with leisure facilities	74.0%	23	3	72.3%	23	3		74.0%		This figure is derived from the Scottish Household Survey. South Lanarkshire Leisure and Culture (SLLC) carries out its own satisfaction survey and, unlike the Scottish Household Survey, this survey asks for feedback from residents who have physically used the service. SLLC's own exit interviews, carried out over the course of the year with the customers, shows a satisfaction level of 96%.
	ECON1	Percentage of unemployed people assisted into work from council funded/operated employability programmes	16.1%	10	2	26.8%	2	1		14.0%		The percentage of unemployed people assisted into work from council funded/operated employability programmes dramatically increased in South Lanarkshire in 2016-17 and is higher than the Scottish average. The council benefitted from additional European Union (EU) funds in 2016-17 which supported its successful Youth Employment Initiative. An effective employer recruitment incentive also contributed to improved job outcomes for young people during this period.
	ECON2	Cost per planning application	£4,889.00	18	3	£3,930.00	12	2		£4,565.00		The cost per planning application in South Lanarkshire has reduced in 2016-17 as service savings take effect. It is also below the Scottish average.
	ECON3	Average time (weeks) per planning application	10.3 Wks	19	3	9.9 Wks	21	3		9.3 Wks		The average time to process a business/industrial planning application in South Lanarkshire continues to fall in 2016-17 as the planning service continues to develop and implement actions identified through its ongoing process reviews.  Year on year performance is improving as a result of early engagement with planning applicants through pre-application discussions. This leads to early identification of the information required to assess the application and involves working with applicants to achieve a positive outcome. Work will continue to identify process improvements to align with the Scottish average figure. In addition, the use of planning processing agreements with applicants will continue to be encouraged to improve project management of individual applications.















# 2016-17 LGBF Results - Appendix 1

South Lanarkshire Council LGBF Results 2016/17			2015/16			2016/17			Result Trend	Scotland		Comments/Progress
Lead	LGBF Ref	Description	Results	Rank	Quartile	Results	Rank	Quartile		2016/17 Scottish Average	Comparison with Scotland: better or worse?	
	ECON4	Percentage of procurement spend on local small/medium enterprises	11.5%	29	4	11.5%	28	4		20.2%		<p>The opportunities for Small to Medium-sized Enterprises (SMEs) to tender for South Lanarkshire Council contracts continue to be promoted via Public Contract Scotland and the free awareness and training offered by the Supplier Development Programme. There are fewer contracts tendered than in previous years due to reduced budgets. In addition, capital spend has focused on the schools modernisation programme which comprises large scale contracts and therefore, there are fewer opportunities for SMEs.</p> <p>Economic Development and Corporate Finance developing a procurement action plan in order to improve local SME spend and improve our economic footprint, developing best practice and sharing with wider community planning partners. In addition, the council is a member of the Supplier Development Programme (SDP) providing free training to SMEs on how to understand and partake in the public sector procurement process.</p> <p>The Economic Development Service and SDP also support 'Meet the Buyer' events to promote wider opportunities across the public sector and sub-contract opportunities with the major 'tier 1' private sector companies.</p> <p>The Economic Development Service is also working with Hub South West to provide sector specific training and networking opportunities for the construction sector, this will include a day on (public and private sector) procurement.</p>
	ECON5	No of business gateway start-ups per 10,000 population	14.9	22	3	16.9	18	3		16.6		Improvements to the Business Gateway (BG) contract and additional local marketing have contributed to improved BG start ups.
	ENV1a	Net cost of waste collection per premise	£66.26	22	3	£73.62	25	4		£64.54		<p>The council aims to keep its refuse collection costs as low as possible. Between 2015-16 and 2016-17, the net cost of waste collection per premise increased, but this was anticipated. The additional costs resulted from the council's improvement to the kerbside recycling service and introduction of a new food and garden waste collection service to comply with the Waste (Scotland) Regulations 2012. Costs are also above the Scottish average due to the level of service provision delivered by the council e.g. not all councils carry out a food and garden waste collection service.</p> <p>The Waste Service is continuing to review its processes and work programmes to minimise costs e.g. Service is working with Zero Waste Scotland and is undertaking a review of the Waste Service. The Waste Service will consider implementing efficiencies identified in the Zero Waste Scotland report, ensuring that the council is operating in alignment with the Household Waste Recycling Charter. These efficiencies may have the potential to reduce the net cost of waste collection in the medium term.</p>
	ENV2a	Net cost of waste disposal per premise	£94.12	16	2	£92.62	13	2		£98.77		The council keeps its refuse disposal costs as low as possible. Between 2015-16 and 2016-17, the net cost of waste disposal per premise decreased and is lower than the Scottish average.















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South Lanarkshire Council LGBF Results 2016/17			2015/16			2016/17			Result Trend	Scotland		Comments/Progress
Lead	LGBF Ref	Description	Results	Rank	Quartile	Results	Rank	Quartile		2016/17 Scottish Average	Comparison with Scotland: better or worse?	
	ENV3a	Net cost of street cleaning per 1,000 population	£16,529.00	25	4	£15,929.00	22	3		£14,431.00		<p>South Lanarkshire's net cost of street cleaning has reduced year on year since 2014-15. Our 2016-17 cost is higher than the Scottish average; however, this cost indicator does not take account of the level of service provided in South Lanarkshire e.g. the level of commitment to mechanical sweeping and the tight timescale for removing offensive graffiti (24 hours).</p> <p>The cost of street cleaning is expected to further reduce in 2017-18 as a result of financial efficiencies. The Service will continue to review its processes and work programmes to minimise costs e.g. in 2018-19, APSE are undertaking a review of the Grounds Service and one aspect of this review is to look at the cost of the street cleaning service.</p> <p>However, it is important to note that costs are reflective of the current standard of service, and in 2016-17, 96% of our streets which were surveyed were found to be of an acceptable standard, placing us fifth equal of the 31 participating local authorities.</p>
	ENV3c	Cleanliness score	98.0%	3	1	96.0%	5	1		94.0%		<p>South Lanarkshire Council continues to score higher for its street cleansing service than the Scottish average, with 96% of streets surveyed found to be of an acceptable standard. This cleanliness score places us fifth equal of the 31 participating local authorities.</p> <p>The reduction in the cleanliness score from 2015-16 to 2016-17 can be linked to the overall reduction in the cost of street cleansing.</p>
	ENV4a	Cost of maintenance per kilometre of road	£13,771.00	21	3	£17,943.00	28	4		£10,308.00		<p>The spend per kilometre of road has increased markedly compared to the previous year and is higher than the Scottish average. The sharp increase in 2016-17 resulted from the City Deal investment, specifically, the cost of the Cathkin Relief Road, which accounted for 30.5% of the cost of road maintenance in the year. Excluding the City Deal expenditure from this indicator would reduce the cost of maintenance per kilometre of road to £12,473, a reduction on our costs compared to the previous two years.</p>
	ENV4b	Percentage of A class roads that should be considered for maintenance treatment	22.2%	10	2	22.9%	13	2		29.5%		<p>While the overall condition of A class routes has marginally regressed since the previous year, their condition is still 6.6% better than the Scottish average. The marginal regression is primarily due to more investment being directed towards unclassified roads, which are often now in the poorest condition, with much of the A class network having been treated in earlier years of the Investment Plan.</p>
	ENV4c	Percentage of B class roads that should be considered for maintenance treatment	23.7%	7	1	24.1%	9	2		34.7%		<p>There has also been marginal regression in the road condition of B class roads in South Lanarkshire, but their condition remains a substantial 10.6% better than the Scottish average. Again, the modest regression noted is due to many B class roads having been improved in recent years, and investment increasingly shifting towards more minor roads, which are in the worst condition and hence have priority for treatment.</p>

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South Lanarkshire Council LGBF Results 2016/17			2015/16			2016/17			Result Trend	Scotland		Comments/Progress
Lead	LGBF Ref	Description	Results	Rank	Quartile	Results	Rank	Quartile		2016/17 Scottish Average	Comparison with Scotland: better or worse?	
	ENV4d	Percentage of C class roads that should be considered for maintenance treatment	36.8%	20	3	37.9%	20	3		34.6%		<p>The council's investment approach has shifted towards more minor roads in recent years. However, the figures for 2016-17 (37.9%) do not yet reflect improvement in the Roads Condition Indicator for C class routes. Emerging figures for 2017-18 show a slightly improving picture and this is expected to continue if investment can be sustained going forward.</p> <p>Continue to implement roads investment strategy and consider future successor strategies taking cognisance of recommendations emerging from ongoing reviews. A successor Roads Investment Plan would improve or at least stabilise the condition of the roads, however, future funding availability for such a Plan is currently uncertain.</p>
	ENV4e	Percentage of U (unclassified) roads that should be considered for maintenance treatment	36.8%	16	2	35.5%	15	2		39.5%		<p>With unclassified roads making up a sizeable proportion of our road network in South Lanarkshire, it is reassuring to note a 1.3% improvement in their condition since the previous year, as well as being 4% better than the Scottish average. This improvement reflects investment increasingly being directed towards more minor roads.</p>
	ENV5a	Cost of trading standards per 1,000 population	£3,624.00	7	1	£3,513.00	9	2		£5,494.00		<p>The reduction in the cost of trading standards and environmental health in South Lanarkshire Council in 2016-17 has resulted from efficiency savings linked to establishment reductions.</p>
	ENV5b	Cost of environmental health per 1,000 population	£14,002.00	13	2	£12,851.00	11	2		£15,883.00		<p>Comments as ENV5a.</p>
	ENV6	The percentage of total household waste arising that is recycled	49.0%	13	2	53.0%	12	2		45.0%		<p>The percentage of total household waste that is recycled increased in 2016-17 and is higher than the Scottish average. The improvement can be attributed to the introduction of improved kerbside recycling services such as the food and garden waste collection service.</p>
	ENV7a	Percentage of adults satisfied with refuse collection	83.7%	20	3	83.0%	21	3		82.0%		<p>The percentage of adults satisfied with refuse collection has decreased slightly by 0.7% to 83% in 2016-17, compared with 2015-16, but is higher than the Scottish average of 82%. This indicator is derived from the Scottish Household Survey. The service also issues its own customer satisfaction survey throughout the year based on a random sample of service users. In 2016-17, this survey showed that 96% of users rated the overall service provided by Refuse Collection Services as good or excellent.</p>
	ENV7b	Percentage of adults satisfied with street cleaning	74.7%	19	3	72.0%	20	3		72.0%		<p>The percentage of adults satisfied with street cleansing in 2016-17 is the same as the Scottish average, but has reduced in recent years. This can be linked to the reduction in costs (ENV3a). However, it should also be noted that South Lanarkshire Council's street cleansing service was awarded the Most Improved Performer in Street Cleansing at the Association for Public Service Excellence (APSE) 2016 Performance Networking Awards.</p>

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South Lanarkshire Council LGBF Results 2016/17			2015/16			2016/17			Result Trend	Scotland		Comments/Progress
Lead	LGBF Ref	Description	Results	Rank	Quartile	Results	Rank	Quartile		2016/17 Scottish Average	Comparison with Scotland: better or worse?	
Education	CHN 1	Cost per primary school pupil	£4,711.20	16	2	£4,773.98	12	2		£4,788.32		Although the cost of primary, secondary and pre-school education (CHN 1,2,3) has increased resulting in a recorded decline in performance compared with the previous year, South Lanarkshire Council's costs are lower than the Scottish average for all 3 measures. However, these cost results give no indication of the quality of education delivered. South Lanarkshire Council's results are linked directly to our position in maintaining our level of spending on education relative to other local authorities during a challenging economic period. In addition, the schools estate modernisation programme is supporting the delivery of high quality learning environments for all South Lanarkshire's pupils at all levels of their education.
	CHN 2	Cost per secondary school pupil	£6,208.95	2	1	£6,429.95	6	1		£6,805.84		Comments as CHN 1.
	CHN 3	Cost per pre-school education registration	£2,963.86	4	1	£3,754.36	8	1		£4,246.42		Comments as CHN 1.
	CHN 5	Percentage of pupils in S6 gaining 5 or more awards at level 6	34.0%	11	2	35.0%	11	2		34.0%		South Lanarkshire's performance continues to increase and is above the national level. These indicators provide a measure of achievement for senior phase (S4-S6) pupils. This is provided for all pupils and for those from more deprived areas. A key stage of the education journey for Scottish students is their performance in their senior phase of secondary school. In comparing the achievement levels of young people councils can share good practice to aid improvement across all council's areas.
	CHN 7	Percentage of pupils living deprived areas gaining 5 or more awards at level 6	15.0%	11	2	19.0%	5	1		16.0%		Comments as CHN5.
	CHN10	Percentage of Adults satisfied with local schools	77.7%	24	3	75.7%	22	3		75.3%		The results show that 75.7% of adults in 2016-17 were satisfied with local schools, which, although a slight decline, is above the Scottish average of 75.3%. The customer satisfaction scores come from the Scottish Household Survey, which is undertaken by the Scottish Government where only a small sample of residents is asked questions about our services. This survey is not routinely conducted with parents/carers of pupils attending schools and actually using our services. The South Lanarkshire Council Household Survey 2014 recorded a satisfaction level with schools and nurseries of 96%. This rating is given by service users and shows an improvement on the rating of 90% recorded in the corresponding survey conducted in 2010. Similarly, at the national level evidence from the National Improvement Framework indicates that overall satisfaction levels with schools has fallen over the last five years however satisfaction levels amongst parents appear to be higher than amongst the general population.
	CHN11	Proportion of Pupils Entering Positive Destinations	94.1%	15	2	95.8%	5	1		93.7%		South Lanarkshire's performance has increased and is in line with the national level. The participation measure reports on the activity of the wider 16-19 year old cohort, including those at school, and will help to inform policy, planning and service delivery. Within the context of Opportunities for All, all participation is positive and should be regarded as transitional - education and training are important phases in a young person's life that can improve their job options but are not destinations in themselves. The percentage of pupils leaving school and entering a positive destination has also increased and is above the national average. (Also see CHN21)























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South Lanarkshire Council LGBF Results 2016/17			2015/16			2016/17			Result Trend	Scotland		Comments/Progress
Lead	LGBF Ref	Description	Results	Rank	Quartile	Results	Rank	Quartile		2016/17 Scottish Average	Comparison with Scotland: better or worse?	
	CHN12a	Overall Average Total Tariff	877	16	2	885	17	3		886		Performance in 2016-17 is in line with the national level with only minimal differences in the average total tariff scores. The average tariff score is only one of a range of benchmarking measures available to schools and local authorities to help support school improvement. This measure requires further review in light of the range of new benchmarking measures which focus on attainment and the wider achievements of learners, such as, vocational qualifications.  In line with our objective to raise educational attainment and close the poverty related attainment gap, the use of other evidence, tracking, and monitoring will be used to effect improvement.
	CHN12b	Average Total Tariff SIMD Quintile 1	553	18	3	622	14	2		624		Comments as CHN12a.
	CHN12c	Average Total Tariff SIMD Quintile 2	728	17	3	785	11	2		750		Comments as CHN12a.
	CHN12d	Average Total Tariff SIMD Quintile 3	929	8	1	876	19	3		880		Comments as CHN12a.
	CHN12e	Average Total Tariff SIMD Quintile 4	1,045	10	2	1,065	12	2		999		Comments as CHN12a.
	CHN12f	Average Total Tariff SIMD Quintile 5	1,162	14	2	1,177	17	3		1,207		Comments as CHN12a.
	CHN17	% of children meeting developmental milestones (New)	78.3%	12	2	-----			---	-----	---	Data not available at March 2018 – the Improvement Service will advise as soon as the data becomes available.
	CHN18	% of funded early years provision which is graded good/better (New)	92.7%	18	3	95.2%	9	2		91.7%		South Lanarkshire's performance continues to increase and is above the national level. The Children and Young People (Scotland) Act 2014 introduced a commitment to increasing entitlement to funded early learning and childcare to 1,140 hours a year by 2020 for all three and four-year olds and eligible two-year olds. The aim is to provide a high quality experience for all children, which complements other early years and educational activity to close the attainment gap, and recognises the value of those we entrust to give our children the best start in life.
	CHN19a	School attendance rates (New)	-----			93.4%	17	3	---	93.3%		There has been a slight decrease in the attendance rate in South Lanarkshire for 2016-17. Similarly, the attendance rate nationally also decreased from 93.6% in 2014-15. South Lanarkshire remains above the national average. A high level of pupil attendance will ensure that there is more opportunity for all pupils to engage and increases the continuity of their learning. Through the Youth, Family and Community Learning Service each locality has an attendance tracking process that ensures there is early identification of any issues and provides children and their families with additional support if required. Note: figures collected every 2 years.
	CHN19b	School attendance rates - looked after children (New)	-----			-----			---	-----	---	Data not available at March 2018 – the Improvement Service will advise as soon as the data becomes available. Note: figures collected every 2 years.

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South Lanarkshire Council LGBF Results 2016/17			2015/16			2016/17			Result Trend	Scotland		Comments/Progress
Lead	LGBF Ref	Description	Results	Rank	Quartile	Results	Rank	Quartile		2016/17 Scottish Average	Comparison with Scotland: better or worse?	
	CHN20a	School exclusion rates (per 1,000 pupils) (New)	-----			28.0	21	3	---	26.8		<p>There has been an increase in the overall rate of exclusion per 1,000 pupils in South Lanarkshire which is slightly above the national average. Overall the level of exclusion in South Lanarkshire remains very low and is around 0.04% of possible attendances. Exclusion data is used as a performance indicator to explore further the reasons why this is the case and to determine what supports are required to be put in place for the young person. Exclusion is considered only when to allow the child or young person to continue attendance at school would be seriously detrimental to order and discipline in the school or the educational wellbeing of the learners there.</p> <p>Councils strive to keep all learners fully included, engaged and involved in their education and to improve outcomes for those learners at risk of exclusion. While the power exists to exclude children and young people from school, there have been significant, concerted efforts by schools to implement a range of approaches and solutions to positively engage young people in their education and improve relationships and behaviour. This is based upon a shared approach with agencies working together, responding to the needs of learners early and effectively, in line with the principles of Getting it Right for Every Child. A concerted effort will be made following the launch of 'Treat me well' in September 2018 to support young people at the risk of exclusion.</p>
	CHN20b	School exclusion rates (per 1,000 looked after children) (New)	-----			-----			---	-----	---	Data not available at March 2018 – the Improvement Service will advise as soon as the data becomes available. Note: figures collected every 2 years.
	CHN21	Participation rate for 16-17 year olds (New)	90.0%	19	3	91.0%	18	3		91.0%		<p>South Lanarkshire's performance has increased and is in line with the national level. The participation measure reports on the activity of the wider 16-19 year old cohort, including those at school, and will help to inform policy, planning and service delivery. Within the context of Opportunities for All, all participation is positive and should be regarded as transitional - education and training are important phases in a young person's life that can improve their job options but are not destinations in themselves. The percentage of pupils leaving school and entering a positive destination has also increased and is above the national average. (Also see CHN11).</p>
Finance and Corporate	CORP1	Support services as a percentage of total gross expenditure	4.3%	10	2	4.6%	17	3		5.0%		<p>The marginal increase in the cost of support services as a percentage of total gross expenditure is due to a decrease in the gross expenditure of the council. Looking forward, work is ongoing across a number of services that will see reductions in the level of support costs, specifically in relation to Finance, IT, Personnel, Legal and Business Support. Achievement of these savings will be monitored through the savings achievement updates prepared for the Corporate Management Team.</p>









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South Lanarkshire Council LGBF Results 2016/17			2015/16			2016/17			Result Trend	Scotland		Comments/Progress
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	CORP3	The percentage of the highest paid 5% employees who are women	47.9%	24	3	46.7%	27	4		52.0%		The number of employees captured within the highest 5% of earners has changed as a result of pay increases and the 5% cut off. The number of males captured within this band has increased too resulting in a downward trend. The council continues to monitor this indicator.  We will continue to encourage a diverse range of applicants for senior posts. Our robust recruitment practices will ensure that the best person will be appointed.
	CORP3c	The gender pay gap	8.1%	25	4	5.9%	23	3		4.1%		The council's commitment to the Scottish Living wage and ongoing commitment to monitor equal pay have contributed to the improved result for the gender pay gap indicator.  We will continue to actively monitor this and work with colleagues to reduce the pay gap, as well as with national groups to ensure that comparisons across councils are clearly understood.
	CORP4	The cost per dwelling of collecting Council Tax	£7.60	8	1	£7.21	9	2		£8.98		The cost of council tax collection decreased by 5% from £7.60 to £7.21 in 2016-17 and is well below the Scottish average.
	CORP6a	Sickness absence days per teacher	6.5	20	3	6.5	25	4		6.1		Performance in relation to sickness absence is not improving and is below the Scottish average. We continue to monitor and analyse the reasons for absence and our methods for ensuring proactive steps are taken as soon as possible.  Heads of Service meet with their managers and the Personnel Adviser to review each long term absence case and short term absences, specifically employees with four or more absences i.e. short term/persistent absence cases. The purpose of these meetings is to effectively and robustly manage each absence and assist the employee's return to work. We also introduced automated alerts and referrals and further guidance for managers, including the development of a new Webinar.
	CORP6b	Sickness absence days per employee (non teacher)	10.3	13	2	11.6	24	3		10.9		Comments as CORP6a.
	CORP7	Percentage of income due from Council Tax received by the end of the year	95.9%	17	3	96.0%	15	2		95.8%		The annual Council Tax collection target for South Lanarkshire Council in 2016-17 was exceeded with 96.0% of Council Tax received. The council aims to improve performance each year in order to increase revenue collection.
	CORP8	Percentage of invoices sampled that were paid within 30 days	95.8%	8	1	95.0%	11	2		93.1%		Our performance in paying invoices on time in 2016-17 is consistent with the previous year and continues to exceed the national average.
Housing and Technical	CORP-ASSET1	Proportion of operational buildings that are suitable for their current use	95.1%	2	1	96.1%	2	1		79.8%		There has been an increase in our performance and we still remain significantly above the Scottish average. Measures are in place through our Asset Management Strategy to mitigate any risks and sustain the performance of our assets.
	CORP-ASSET2	Proportion of internal floor area of operational buildings in satisfactory condition	85.3%	16	2	86.7%	15	2		84.5%		Comments as CorpAsset1.
	HSN1b	Gross rent arrears (all tenants) as at 31 March, as a percentage of rent due for the year	5.6%	9	2	5.7%	9	2		6.5%		There has been a slight fall (0.1%) in rent arrears performance compared with last year, however, we are continuing to show a stronger position compared to the Scottish average. The pressure to collect rent continued through 2016-17 due to the Welfare Reform Agenda and the overall economic position.





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	HSN2	Percentage of rent due in the year that was lost due to voids	0.7%	10	2	0.4%	2	1		0.9%		There has been a 0.3% decrease in our rent lost due to voids, showing our pro-active approach to letting properties. We continue to perform well above the Scottish average.
	HSN3	Percentage of dwellings meeting Scottish Housing Quality Standard	90.9%	21	3	91.5%	22	3		93.6%		The levels for SHQS compliance and energy efficiency have improved consistently as we continue with our scheduled programme of works. At April 2017, 5.9% of the failures relate to refusals or no access.  Programmes will continue during 2018-19. Where failures occur as a result of tenant refusals, these will be addressed when a property becomes empty or where there is a change in the tenant's circumstances.
	HSN4b	Average time taken to complete non emergency repairs	13.7 days	24	3	13.4 days	24	3		8.7 days		Although above the Scottish average, the time taken to complete is within the 30 day target agreement with our tenants for this type of repair and has improved consistently. In addition, 97.6% of our repairs are completed first time reducing the need for follow up visits and disruption to our customers and the response times achieved across the Repairs Service are underpinned by increasing levels of customer satisfaction and reducing complaints.  Improvement activity within the repairs service continues to further reduce the average time taken: - The internal target time for external repairs has been reduced from 90 to 60 days.  Revised arrangements are being developed for sub-contractor works to enable them to be closed off quickly following completion.
	HSN5	Percentage of council dwellings that are energy efficient	95.8%	19	3	96.5%	18	3		96.6%		Comments as HSN3.
Social Work	CHN 8a	The gross cost of "Children Looked After" in residential based services per child per week	£2,510.71	5	1	£2,852.76	11	2		£3,404.36		The cost of children looked after in residential based services has increased. One of the factors attributable to this is that the council has moved those more challenging young people from external placements to residential based placements within the local authority area. South Lanarkshire Council's performance is better than the Scottish average.
	CHN 8b	The gross cost of "Children Looked After" in a community setting per child per week	£214.39	7	1	£242.03	13	2		£312.73		The gross costs "Children Looked After" in a community setting per child per week have risen in 2016-17 however, South Lanarkshire Council's results are better than the Scottish average.



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	CHN 9	Balance of care for "Looked After Children": percentage of children being looked after in the community	87.6%	22	3	88.3%	19	3		89.9%		<p>When looking at our Family Group, both South Lanarkshire and Fife run the same number (6) of LA Care Homes for children and young people. The number of places in these care homes differ, with South Lanarkshire registered to offer 7 places in their 6 homes a total of potentially 42 places. Whilst Fife have smaller homes catering to 3/ 4/5 with a total of 24 places. Some of the private care home places are for small numbers also.</p> <p>Further analysis of this information will be required. The more LA facilities we have the more likely hood we have to use them. Some of our children and young people are placed in other Local Authority areas.</p> <p>The recruitment of foster carers has been reviewed to increase the number of short term and permanent foster carers with the aim to increase placement choice. This in turn should shift the number of young people being cared for in residential care. Aligned to this is the provision of bespoke training for foster carers to sustain placements for young people displaying challenging behaviours.</p>
	CHN22	% of child protection re-registrations within 18 months (New)	6.0%	22	3	11.0%	29	4		6.0%		<p>When looking to our family group again some significant differences emerge, Falkirk and South Lanarkshire the higher % in the group. It is interesting to note how Dumfries/Galloway and West Lothian are well below the Scottish Average. This indicator will be referred to the Child and Family Performance and Continuous Improvement Group for further analysis.</p> <p>This is a new indicator and the council will monitor this in a continuing basis. While re-registrations are higher than the national, average this may be attributable to a small number of large sibling groups which could have an impact on the overall figure. The Child Protection Committee are aware of the trends and will continue to monitor with the Council the outcomes for children.</p>
	CHN23	% LAC with more than 1 placement in the last year (Aug-July) (New)	18.5%	9	2	19.5%	12	2		21.2%		<p>There has been an increase in the number of children in foster care including those with multiple complex needs and consequently there has been an increase in movement of placements. While the percentage has increased South Lanarkshire is below the Scottish average and this is being monitored closely to achieve a decrease.</p>
	SW1	Older Persons (over 65) Home Care costs per hour	£20.38	15	2	£21.25	11	2		£22.64		<p>Home care costs per hour have increased slightly but our performance is better than the Scottish average.</p>

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South Lanarkshire Council LGBF Results 2016/17			2015/16			2016/17			Result Trend	Scotland		Comments/Progress
Lead	LGBF Ref	Description	Results	Rank	Quartile	Results	Rank	Quartile		2016/17 Scottish Average	Comparison with Scotland: better or worse?	
	SW2	Self Directed Support (SDS) spend on adults 18+ as a percentage of total social work spend on adults 18+	1.9%	30	4	2.6%	26	4		6.5%		<p>Self-Directed Support can be:</p> <ul style="list-style-type: none"> <li>• Direct payment (a cash payment)</li> <li>• Individual service fund, (Personal Managed Budget) PMB</li> <li>• The local authority arranges the support</li> <li>• A mix of the above.</li> </ul> <p>The indicator here refers to the percentage of total social work spend allocated via Direct Payments or Individual Service Funds.</p> <p>The PMB breakdown was included in councils return to the Improvement service for 2013/14-2016/17, and includes only residual expenditure from the personalised budget where it is unknown what support was purchased, i.e. where the council used a third party to arrange services. It does not include where the budget has been used to purchase known services from either the authority or another provider.</p> <p>The breakdown of spend available across the four options will become more sophisticated as the approach is fully implemented.</p> <p>The indicator is very subjective however, with a current Care Inspectorate Inspection this will evidence our practice and outcomes.</p> <p>Social Work Resources will continue to promote all of the four SDS options. As our process develops, it is anticipated that more service-users will choose to direct their own support and chose an SDS option which best suits their care and support needs.</p>
	SW3	Percentage of people aged 65+ with intensive needs receiving care at home	35.6%	14	2	38.1%	12	2		35.3%		South Lanarkshire continues to improve its performance year on year on the number of people 65+ with intensive needs being supported at home. It also performs better than the Scottish average.
	SW4a	Percentage of adults receiving care or support who rate it as excellent or good	76.7%	30	4	-----			---	-----	---	The Health and Care Survey is a random survey sent out to approximately 10% of the South Lanarkshire population. Some of the responses recorded very low ratings due to the fact not all of the people responding access multi agency services.
	SW4b	Percentage of adults supported at home who agree that their services and support had an impact in improving or maintaining their quality of life	81.0%	27	4	-----			---	-----	---	The Health and Care Survey is a random survey sent out to approximately 10% of the South Lanarkshire population. Some of the responses recorded very low ratings due to the fact not all of the people responding access multi agency services.

# 2016-17 LGBF Results - Appendix 1

South Lanarkshire Council LGBF Results 2016/17			2015/16			2016/17			Result Trend	Scotland		Comments/Progress
Lead	LGBF Ref	Description	Results	Rank	Quartile	Results	Rank	Quartile		2016/17 Scottish Average	Comparison with Scotland: better or worse?	
	SW5	Average weekly cost per resident (over 65)	£401.22	23	3	£416.08	22	3		£372.36		<p>Up to and including 2016-17, the National Care Home Contract (NCHC) for residential care for older people will, to a large extent, have standardised costs. The NCHC rate only applies to LA-funded residents</p> <p>The cost of running a local authority care home will not equate to the National Care Home Rate. Not all LAs run their own care homes so this may be something to explore further.</p> <p>When looking across 7 other comparator local authorities it becomes even more complicated to work out how our result is the highest.</p> <p>Out of the 7, South Lanarkshire has the second highest number of care homes. Fife and SLC have the same number of Local Authority facilities (8) with minimal difference in the number of places on offer. (Fife 273/SL 268). Dumfries do not have LA care homes.</p> <p>All Councils place service users in Care Homes of their own choice, some of our placements are to neighbouring local authorities of Glasgow and North Lanarkshire.</p> <p>All 8 South Lanarkshire Care Homes have had very positive inspection reports with grades of very good and excellent.</p> <p>We will continue to monitor our performance in terms of the national average and within our family group of comparable authorities.</p>





Report to:	<b>Executive Committee</b>
Date of Meeting:	<b>26 September 2018</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Review of the Annual Performance Report</b>
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## 1. Purpose of Report

1.1. The purpose of this report is to:-

- ♦ advise the Committee of changes to the way in which the Council fulfils its Public Performance Reporting duties through the Annual Performance Report

## 2. Recommendations/Actions

2.1. The Committee is asked to note the following recommendations:-

- (1) that the intention to move away from the current APR to 'Annual Performance Spotlights' (APSSs) is noted; and
- (2) that we continue to update and publish the Public Performance Reports (PPRs) on the Council's website.

## 3. Background

- 3.1. The Council has a statutory duty under the Local Government in Scotland Act (2003) to undertake Public Performance Reporting (PPR) as directed by the Accounts Commission in Scotland.
- 3.2. Starting in 2003, the Commission required Councils to publish a range of Statutory Performance Indicators (SPIs), which were published annually and formally audited by Audit Scotland on behalf of the Commission.
- 3.3. Since 2008, the Commission has moved away from the SPI approach and developed a more flexible approach to the performance information that Councils must report. Increasingly, the onus is on Councils to publish information which is accessible, balanced and meaningful to the public and other stakeholders.
- 3.4. The Annual Performance Report (APR) has been a key component of the Council's Public Performance Reporting (PPR) arrangements since 2011/2012. The APR sits alongside a range of other performance information such as web-based topic reports and the LGBF, which together evidence the Council's ongoing commitment to continuous improvement in respect of its approach to PPR.
- 3.5. This report presents a proposal to review the APR component of the Council's PPR approach, in light of the continuing evolution of the Commission's expectations and taking into account feedback from Audit Scotland on the APR in particular.

#### **4. Current Position**

- 4.1. Since the first version was produced in 2011/2012, the APR has been continuously developed and refined to remain abreast of the Commission's requirements, while taking into account influences from internal and external sources, including feedback from Audit Scotland, customer views, analysis of web statistics and benchmarking with other Councils.
- 4.2. In line with the Council's shift towards a digital first approach, the focus has been on the electronic version of the APR, which is uploaded onto the performance pages of the Council's website to allow the public and our partners to browse the information electronically. Consultations in 2013 and 2017 confirmed that accessing information via the Council's website is the preferred option for the majority of people.
- 4.3. Within the Council's annual audit 2016/2017 by Audit Scotland, the APR received praise for its professionalism and balanced approach, however it was suggested that the level of detail within the APR might obscure the Council's key messages. The auditors concluded that: "the Council should consider a review of the structure of the report for future years."
- 4.4. Alongside this, it is worth noting that downloads of the APR have been falling in recent years, while the number of hits on the PPR pages (which present additional information on a thematic basis) has been increasing. This would suggest that the single-document approach is less appealing to website users than topic-based web pages which can be browsed directly online.

#### **5. The new approach**

- 5.1. Taking the Audit feedback at 4.3 into account, and in light of the falling downloads of the APR in recent years, the Council's approach to the APR will be refreshed and simplified. The intention is to produce the APR in a shorter, more accessible format, which will continue to communicate key performance messages through a mix of case studies, infographics, and links to other key information. This will ensure that performance reporting not only keeps pace with public preferences and the digital agenda but also with Audit Scotland's requirements in terms of Public Performance Reporting.
- 5.2. The new approach will replace the current, lengthy APR document with Annual Performance Spotlights - 'bite sized' web content performance information, one per Council objective. This spotlight on performance will consist of:
  - ◆ a short introduction to the Connect objective
  - ◆ a case study illustrating the work the Council undertakes relating to that Connect objective
  - ◆ approximately 8 infographics to highlight the key achievements for the year (this may be an 'animation' or simply a pdf)
  - ◆ links to other reports/other performance information available elsewhere on the Council's or external organisations' website.
- 5.3. A sample of the new format is attached for information at appendix 1.
- 5.4. The Annual Performance Spotlights will be created according to the same timescale as the APR – completion, approval and upload onto the Council's website by the October following the end of the financial year being reported.

- 5.5. The other key elements of the Council's PPR approach – the PPR reports on the website and the LGBF analysis – will remain unchanged. This will ensure that South Lanarkshire Council continues to comply with the Accounts Commission Direction in terms of the information that must be published to satisfy comparison, benchmarking and Best Value responsibilities.
- 6. Employee Implications**
- 6.1. There are no employee implications relating to this report.
- 7. Financial Implications**
- 7.1. There are no financial implications relating to this report.
- 8. Other Implications**
- 8.1. The work undertaken in the preparation of the current APR, the proposed APSs and continuing PPRs assists in providing assurance that the Council is responding to its Best Value obligations in terms of continuous improvement and public performance reporting.
- 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. Consultation with members of the public has been undertaken as described at 4.2 in this report.

**Paul Manning**  
**Executive Director (Finance and Corporate Resources)**

28 August 2018

**Link to Council 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:-

Tom Little, Head of Corporate Communications and Public Affairs

Ext: 4904 (Tel: 01698 454904)

E-mail: [tom.little@southlanarkshire.gov.uk](mailto:tom.little@southlanarkshire.gov.uk)





## Connect Objective:

Protect vulnerable children, young people and adults

**100%**

of children seen  
by a supervising  
officer within the



**day target**

Welfare guardianship visits  
completed on time:



local authority visits



private visits

Community mental  
health teams support:

2016-17  
**671**  
people

2017-18  
**686**  
people



People with learning difficulties  
supported to live in their own communities:

2016-17:

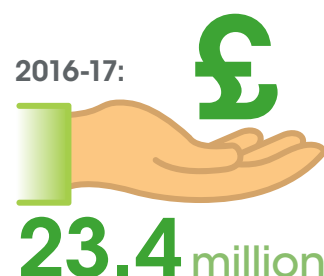


2017-18:

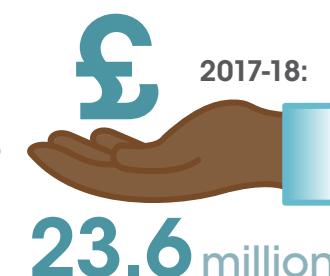


Money Matters Advice Service  
has helped residents claim benefits

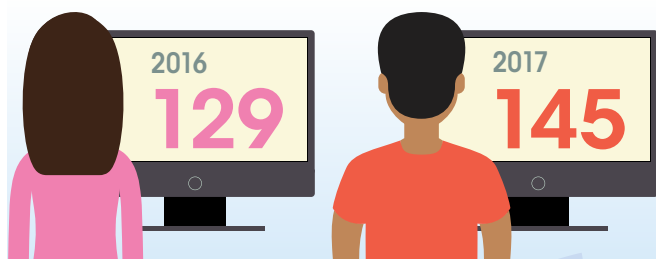
2016-17:



2017-18:



Children using Viewpoint system:



Local Autism Action Plan

consulted over



affected people

Over

**3,000**



vulnerable  
young people

supported through 218 sessions  
to improve skills

[www.southlanarkshire.gov.uk/connect](http://www.southlanarkshire.gov.uk/connect)

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## Connect Objective:

Improve the availability, quality and access to housing

### Completed new affordable homes



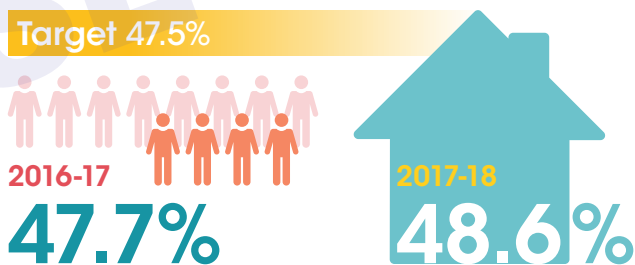
### Average time to let empty homes



### Housing repairs completed first time



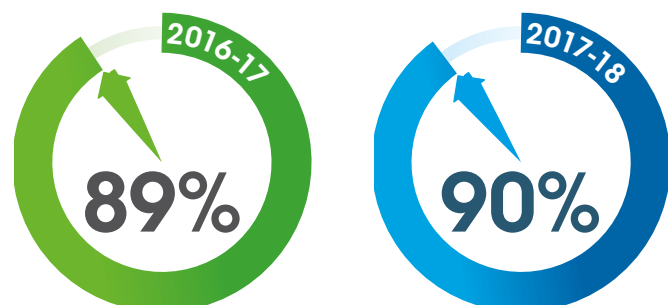
### Lets given to homeless households



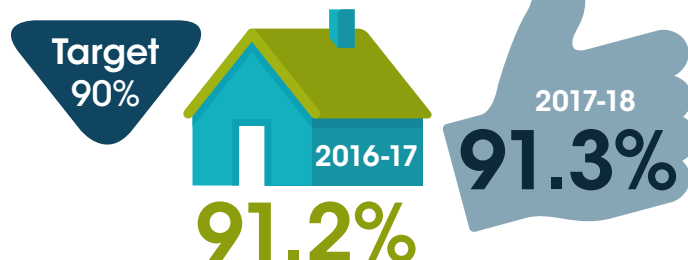
### Repairs completed



### Lets sustained for over a year



### Tenants satisfied with housing repairs service



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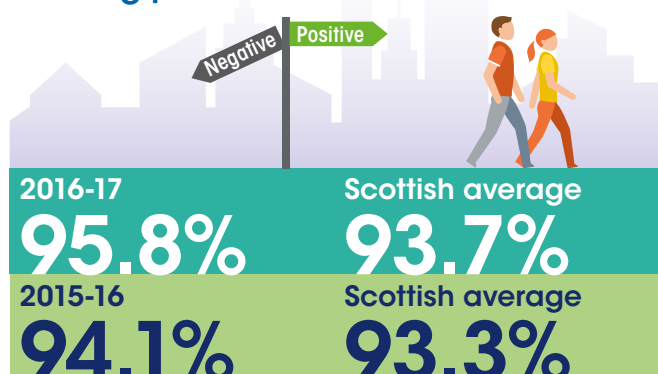
Produced for Finance and Corporate Resources by Communications and Strategy. 045358/Sep18



## Connect Objective:

Improve achievement, raise educational attainment and support lifelong learning

School leavers entering positive destinations:



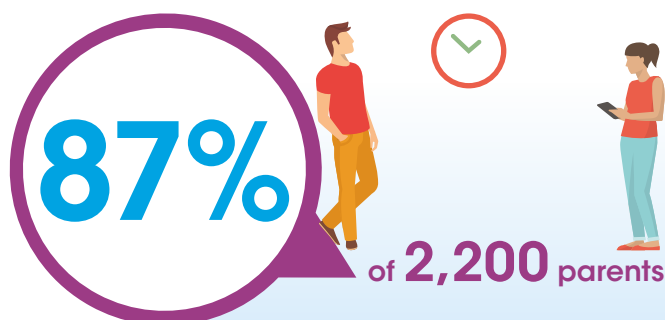
1,200

young people accessed 77 literacy and numeracy programmes



350

adults engaged in family learning activities and experiences with their children



1,800

young people

participated in awards schemes



The Duke of Edinburgh's Awards Scheme



SQA Steps to Work

Working with others

employability units



Youth Chinese Test Awards

HSK level 1 Awards



John Muir Award



Junior Award Scheme for Schools (JASS) Award



ASDAN Youth Achievement Award

ASDAN PSD Award

Level 1 Customer Services Award



Youth Scotland Hi5 Award

## Curriculum for Excellence



Literacy levels increased by 4.9% since 2015-16 and



Numeracy levels increased by 5.3% since 2015-16

## Exam results

88.5%

of learners achieved 5 or more National 4 level qualifications increased by 6.3% since 2013



64.4%

of learners achieved 5 or more National 5 level qualifications increased by 9.5% since 2013



36.2%

of learners achieved 5 or more Higher level qualifications increased by 9.0% since 2013



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# **Report**

**13**

Report to:	<b>Executive Committee</b>
Date of Meeting:	<b>26 September 2018</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Free School Meals and Clothing Grants</b>
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## **1. Purpose of Report**

1.1. The purpose of the report is to:-

- advise on progress with implementation of the budget initiative for automated entitlement to free school meals and clothing grants

## **2. Recommendation(s)**

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

- (1) that the content of the report is noted.

## **3. Background**

- 3.1. The Council meeting of 28 February 2018 agreed an initiative to automate entitlement to free school meals and clothing grants, meaning that eligible families in receipt of Housing Benefit or Council Tax Reduction would be registered for both services without the need for an application to be made.
- 3.2. From analysis of the Council's council tax and benefit system, it has been identified that there are 1,200 families where children entitled to a free school meal are not registered to access that service. In addition, the analysis has identified 1,700 children entitled to a grant for clothing and footwear who do not currently access the grant.
- 3.3. This initiative, and the requirement to use benefit data to automate entitlement, is in accordance with the Council's duty under the Education Scotland Act to provide free school meals and clothing assistance to those families meeting the qualifying criteria.
- 3.4. The Executive Committee on the 27 June 2018 increased the level of the clothing grant award to £100. This is funded from Council budgets augmented by a contribution from the Scottish Government.

#### **4. Current position**

- 4.1. The table below confirms the increase in free school meals and clothing grants from August 2017 to August 2018:

Free School Meals	
Increase in Awards	755
Increase (%)	11.9%

Clothing Grants		
Increase in Awards	1,707	£624,950
Increase (%)	18.8%	

- 4.2. An automated process to identify new eligible cases from the council's benefits system will continue to be run weekly to identify new recipients throughout the academic year. Schools are automatically advised of any new eligible pupils.
- 4.3. Clothing grants for the academic year 2018/2019 have been awarded from the beginning of July 2018. As with free school meals, an automated process to identify new eligible cases from the Council's benefits system will continue to be run weekly to identify new recipients. This process is scheduled to run until April 2019.
- 4.4. The new automated process involves notification letters being issued to customers to advise them of their entitlement and provide them with an opt-out option. To date, opt out cases have been minimal with 6 in total.

#### **5. 2018/2019 Projection**

- 5.1. The previous year actual awards compared with current year projections are detailed in the table below and show an increase compared to the levels previously anticipated.
- 5.2. The number of awards for 2017/18 is as at May 2018. Due to the uptake increasing throughout the year the figures reported for each category are higher than those reported in the above table at 4.1 that represent the position at the start of the school term in August in each year.

	2017/2018	2018/2019 Projection		
	No of Awards	No of Awards	Increase (No's)	Increase (%)
Free School Meals	6,935	8,300	1,365	19.7
Clothing Grants	9,840	12,100	2,260	22.9

- 5.3. The projected increases for free school meals (1,365) and clothing grants (2,260) and are in excess of the original estimates of 1,200 and 1,700 respectively.
- 5.4. The projection for 2018/2019 has been revised up from the original estimate of 8,100 free school meals and 11,540 clothing grants due to the effectiveness of the weekly automated process in identifying new eligible cases.

#### **6. Customer information**

- 6.1. Web content has been updated to advise customers of the new arrangements for automated entitlement.

- 6.2. The online application form has also been updated to advise customers of the new arrangements prior to completing a form. The online application form is available for customers who are not in receipt of Housing Benefit and/or Council Tax Reduction but who meet the qualifying criteria based on their income levels.

**7. Employee Implications**

- 7.1. None.

**8. Financial Implications**

- 8.1. At this point in the year, there are no overspends across the budget lines affected, however this will continue to be monitored throughout the year, and any budget variances will be reported to committee.

**9. Other Implications**

- 9.1. There is a risk that the award of free school meals and clothing grants and subsequent uptake are in excess of the available funding. This risk will be managed through the effective monitoring of the budget position.

**10. Equalities Impact Assessment and Consultation Arrangements**

- 10.1. There is no requirement to carry out an impact assessment in terms of the proposals within this report.

**Paul Manning**

**Executive Director (Finance and Corporate Resources)**

30 August 2018

**Link(s) to Council Values/Improvement Themes/Objectives**

- ◆ Accountable, effective, efficient and transparent
- ◆ Ambitious, self aware and improving
- ◆ Focused on people and their needs

**Previous References**

- ◆ Executive Committee Report 27 June 2018 – School Clothing Grants

**List of Background Papers**

◆

**Contact for Further Information**

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

Craig Fergusson, Head of Finance (Transactions)

Ext: 4951 (Tel: 01698 454951)

E-mail: [craig.fergusson@southlanarkshire.gov.uk](mailto:craig.fergusson@southlanarkshire.gov.uk)



# Report

**14**

Report to: **Executive Committee**  
Date of Meeting: **26 September 2018**  
Report by: **Chief Executive**

Subject: **2018 Review of UK Parliament Constituencies**

## **1. Purpose of Report**

1.1 The purpose of the report is to:-

- ♦ provide an update on the Boundary Commission for Scotland's 2018 Review of UK Parliament Constituencies.

## **2. Recommendation(s)**

2.1 The Committee is asked to note the following recommendation:-

- (1) that the Boundary Commission for Scotland submitted to the Secretary of State for Scotland its Reports and Final Recommendations for the boundaries of UK Parliament Constituencies in Scotland on 5 September 2018; and
- (2) that the Boundary Commission for Scotland's Report was laid before the UK Parliament on 10 September 2018.

## **3. Background**

3.1 The 2018 Review commenced in February 2016. The Commission agreed its Final Recommendations after considering responses to public consultations held on its Initial Proposals in 2016 and Revised Proposals in 2017.

3.2 The UK Parliament decided to reduce the number of constituencies from 650 to 600. In Scotland this means that 59 constituencies will be reduced to 53. Two of these 53 (Na h-Eileanan an Iar and Orkney and Shetland) are defined in the legislation and were not subject to review.

3.3 As set out in legislation, each of the remaining 51 constituencies must:-

- ♦ not exceed the maximum permitted area of 13,000 square kilometres
- ♦ be within five per cent of the UK electoral quota of 74,769.2 (ie to have between 71,031 and 78,507 electors), except where a constituency is larger than 12,000 square kilometres when it may have fewer than 71,031 electors

3.4 The new constituencies will be considered for approval by Parliament and be available for use in the next General Election expected in May 2022.

## **4. Current Position**

4.1 On 5 September 2018 the Boundary Commission for Scotland submitted its recommendations on the 2018 Review of UK Parliament Constituencies to the Secretary of State for Scotland and these were subsequently laid before the UK Parliament on 10 September 2018.

- 4.2 Of the 51 mainland constituencies recommended by the Commission:
- ◆ East Lothian is the only existing constituency, in addition to the two defined in legislation, retained within boundaries unchanged since 2005. (The East Lothian constituency boundary is coterminous with the East Lothian council area boundary.)
  - ◆ 33 of the recommended mainland constituencies are within a single council area (16 cover 2 council areas, 2 cover 3 council areas).
  - ◆ The largest recommended constituency by area is Highland North, at 12,985 square kilometres.
  - ◆ The smallest recommended constituency by area is Glasgow Central at 20 square kilometres.
  - ◆ The recommended constituency with the fewest electors at 71,118, is Falkirk South.
  - ◆ The recommended constituency with most electors at 78,477, is Moray and Nairn.
- 4.3 The Final Recommendations for Constituencies are detailed in Appendix 1 of this report.
- 4.4 The Final Recommendations, after considering responses to public consultations, resulted in one fewer constituency than at present within each of the following areas:-
- ◆ Glasgow City Council area
  - ◆ The grouping of Argyll & Bute, Highland and Moray council areas
  - ◆ The grouping of Aberdeen, Aberdeenshire, Angus and Dundee City council area
  - ◆ The grouping of Inverclyde, East Ayrshire, North Ayrshire, South Ayrshire, Renfrewshire and East Renfrewshire council areas
  - ◆ The grouping of East Dunbartonshire, West Dunbartonshire, North Lanarkshire, South Lanarkshire, Dumfries and Galloway, Scottish Borders and Midlothian council areas
  - ◆ The grouping of City of Edinburgh, West Lothian, Falkirk, Stirling, Clackmannanshire, Fife and Perth and Kinross council areas.
- 4.4 Further information on the 2018 Review can be found on the Commission's website at [www.bcommScotland.independent.gov.uk](http://www.bcommScotland.independent.gov.uk)
- 4.5 All comments received during the consultation periods can be viewed on the Boundary Commission's consultation site at [www.bcs2018.org.uk](http://www.bcs2018.org.uk).
- 5. Employee Implications**
- 5.1 None.
- 6. Financial Implications**
- 6.1 None.
- 7. Other Implications**
- 7.1 There are no implications in relation to risk or sustainability.
- 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 As part of the review, consultation will be undertaken with a wide range of stakeholders.

**Lindsay Freeland**  
**Chief Executive/Returning Officer**

12 September 2018

**Link(s) to Council Objectives/Values**

- ◆ People Focused
- ◆ Fair and Open
- ◆ Working with and Respecting Others
- ◆ Accountable, Effective and Efficient
- ◆ Governance and accountability

**Previous References**

None

**List of Background Papers**

- ◆ Fifth Periodical Report of the Boundary Commission for Scotland
- ◆ Report to Executive Committee on 21 October 2016
- ◆ Letter of 19 October 2016 from the Boundary Commission for Scotland
- ◆ Report to Executive Committee on 6 December 2017

**Contact for Further Information**

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

Aileen Knudsen, Depute Returning Officer

Ext: 4872 (Tel: 01698 454872)

E-mail: [aileen.knudsen@southlanarkshire.gov.uk](mailto:aileen.knudsen@southlanarkshire.gov.uk)

## Boundary Commission for Scotland – Final Recommendations for Constituencies

Table of constituencies

Constituency	Electorate	Area (sq. km)	Designation
Aberdeen North	77,677	133.2	Burgh
Aberdeen South	77,106	131.4	Burgh
Angus South and Dundee East	72,307	523.4	County
Argyll, Bute and South West Highland	77,661	9,916.70	County
Arran and Cunningshame	73,528	629.2	County
Ayr and Carrick	77,352	1,107.30	County
Banff and Buchan	78,079	1,776.10	County
Berwickshire, Roxburgh and Selkirk	73,812	3,992.10	County
Clackmannanshire and Dunfermline	75,735	338.8	County
Clyde Coast	75,475	336.4	County
Dumfriesshire and Lanarkshire South East	78,301	3,722.80	County
Dunbartonshire East	76,393	169.3	County
Dunbartonshire West	72,459	187.9	County
Dundee	76,317	43.4	Burgh
East Lothian	76,153	700.9	County
Eastwood and Loudoun	71,251	436.6	County
Edinburgh East	72,027	37.8	Burgh
Edinburgh North and Leith	73,969	21.8	Burgh
Edinburgh South	76,583	37.8	Burgh
Edinburgh West	77,738	91.5	Burgh
Falkirk South	71,118	189.6	County
Fife South	77,327	226.4	County
Galloway and Dumfries	74,882	4,168.50	County
Glasgow Central	73,735	19.9	Burgh
Glasgow East	75,433	33.3	Burgh
Glasgow North East	71,443	38.1	Burgh
Glasgow North West	75,983	29.8	Burgh
Glasgow South East	73,621	22.8	Burgh
Glasgow South West	76,138	32.6	Burgh
Gordon and Deeside	78,028	3,774.90	County
Highland Central	78,133	10,380.40	County
Highland North	73,147	12,984.70	County
Kilmarnock, Cumnock and Doon Valley	78,431	1,082.30	County
Kincardine and Angus North	72,925	2426.9	County
Lanarkshire North	77,877	188.3	County
Lanarkshire North East	72,316	175.1	County
Lanarkshire North West	74,263	82.7	Burgh
Lanarkshire South West	76,833	403.4	County
Lanarkshire West	76,341	56.7	Burgh
Linlithgow	78,026	289.5	County
Livingston and Edinburgh Pentland	78,164	226.1	County
Mid Fife	75,166	139.1	Burgh
Mid Lanarkshire	76,158	124.9	Burgh
Midlothian and Upper Tweeddale	76,824	1,105.90	County
Moray and Nairn	78,477	2,611.70	County
<i>Na h-Eileanan Siar</i>	20,887	3,268.60	County
North East Fife	76,900	833.5	County
<i>Orkney and Shetland</i>	33,229	2,742.80	County
Paisley	71,599	57.3	Burgh
Perth and North Perthshire	72,831	3,981.30	County
Renfrewshire West and Garnock Valley	78,218	377	County
Stirling and Falkirk North	71,177	191.6	County
Stirlingshire, Strathearn and Kinross	71,299	3,626.10	County





Coimisean Crìochan  
na h-Alba

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Chief Executive  
South Lanarkshire Council  
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14

Chairman: The Speaker of the House of Commons  
Deputy Chairman: The Hon Lord Matthews  
Secretary: Isabel Drummond-Murray

11 SEP 2018

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10 September 2018

Dear Lindsay Freeland,

### 2018 Review of UK Parliament Constituencies

I am writing to inform you that the Boundary Commission for Scotland submitted its Report and Final Recommendations for the boundaries of UK Parliament constituencies in Scotland to the Secretary of State for Scotland on 5 September 2018.

The Report was laid before the UK Parliament on 10 September 2018.

I would like to take this opportunity to thank you for your assistance publicising our proposals during the 2018 Review this helped greatly in supporting our consultation process.

The Report is available on the Commission's website ([www.bcomm-scotland.independent.gov.uk](http://www.bcomm-scotland.independent.gov.uk)), together with maps depicting the Commission's Final Recommendations.

Yours sincerely

*Isabel Drummond-Murray*

Isabel Drummond-Murray  
Secretary

### Enclosures:

- Map of all recommended constituencies in Scotland
- News Release



**10 September 2018**

**2018 Review of UK Parliament Constituencies  
Boundary Commission for Scotland submits its Final Recommendations**

The Boundary Commission for Scotland today publishes its Final Recommendations for United Kingdom Parliament constituencies in Scotland marking the final stage of the 2018 Review.

The Commission's Report was submitted to the Secretary of State for Scotland on 5 September 2018 and subsequently laid before the UK Parliament on 10 September 2018.

Lord Matthews, Deputy Chair of the Boundary Commission for Scotland, said:

"The Commission is extremely grateful to all those who assisted us in developing our Final Recommendations by submitting views or attending public hearings.

We listened carefully to comments made on our Revised Proposals and made a number of changes to boundaries and to constituency names. We believe our Final Recommendations meet the requirements of the legislation governing the review and within those constraints fairly reflect the views expressed to us during our consultations".

The 2018 Review commenced in February 2016. The Commission agreed its Final Recommendations after considering responses to public consultations held on its Initial Proposals in 2016 and Revised Proposals in 2017.

The UK Parliament decided to reduce the number of constituencies from 650 to 600. In Scotland this means that 59 constituencies will be reduced to 53.

Two of these 53 (Na h-Eileanan an Iar and Orkney and Shetland) are defined in the legislation and were not subject to review.

As set out in legislation, each of the remaining 51 constituencies must:

- not exceed the maximum permitted area of 13,000 square kilometres; and

- be within five per cent of the UK electoral quota of 74,769.2 (ie to have between 71,031 and 78,507 electors), except where a constituency is larger than 12,000 square kilometres when it may have fewer than 71,031 electors.

Of the 51 mainland constituencies recommended by the Commission:

- East Lothian is the only existing constituency, in addition to the two defined in legislation, retained with boundaries unchanged since 2005. (The East Lothian constituency boundary is coterminous with the East Lothian council area boundary).
- 33 of the recommended mainland constituencies are within a single council area; (16 cover 2 council areas. 2 cover 3 council areas).
- The largest recommended constituency by area is Highland North, at 12,985 square kilometres (previously Ross, Skye and Lochaber at 12,768 square kilometres).
- The smallest recommended constituency by area is Glasgow Central, at 20 square kilometres (previously Glasgow North at 17 square kilometres).
- The recommended constituency with the fewest electors, at 71,118, is Falkirk South (previously Caithness, Sutherland and Easter Ross at 45,898).
- The recommended constituency with most electors, at 78,477, is Moray and Nairn (previously Linlithgow and East Falkirk at 83,593).

Our recommendations would result in one fewer constituency than at present within each of the following areas:

- Glasgow City council area
- The grouping of Argyll & Bute, Highland and Moray council areas
- The grouping of Aberdeen, Aberdeenshire, Angus and Dundee City council areas
- The grouping of Inverclyde, East Ayrshire, North Ayrshire, South Ayrshire, Renfrewshire and East Renfrewshire council areas
- The grouping of East Dunbartonshire, West Dunbartonshire, North Lanarkshire, South Lanarkshire, Dumfries and Galloway, Scottish Borders and Midlothian council areas
- The grouping of City of Edinburgh, West Lothian, Falkirk, Stirling, Clackmannanshire, Fife and Perth & Kinross council areas

Further information on the 2018 Review can be found on the Commission's website: [www.bcomm-scotland.independent.gov.uk/](http://www.bcomm-scotland.independent.gov.uk/)

All comments received during these consultation periods can be viewed on our consultation site [www.bcs2018.org.uk](http://www.bcs2018.org.uk).

**\*\* ENDS \*\***

### **Notes for Editors**

For further information on the review process please contact Isabel Drummond-Murray, Secretary to the Commission, 0131 244 2001 / [isabel.drummond-murray@scottishboundaries.gov.uk](mailto:isabel.drummond-murray@scottishboundaries.gov.uk)

For further information on what happens next please contact the Office of the Secretary of State for Scotland on 0131 244 9028

### The Boundary Commission for Scotland:

The Boundary Commission for Scotland is an independent advisory non-departmental public body sponsored and funded by the Scotland Office. The role of the Commission is to review the boundaries of constituencies at the UK Parliament.

### Background to the 2018 Review:

The 2018 Review of UK Parliamentary constituencies is required by the Parliamentary Constituencies Act 1986 (as amended). The 2018 Review was conducted simultaneously by the four Boundary Commissions in Scotland, England, Northern Ireland and Wales.

The four Boundary Commissions have submitted their final recommendations simultaneously.

Across the UK, the number of constituencies is being reduced from 650 to 600. In Scotland there will be a decrease from 59 to 53 constituencies, with similar reductions in each part of the UK: England 501 in place of the current 533; Wales 29 in place of the current 40; and Northern Ireland 17 in place of the current 18.

The new constituencies will be considered for approval by Parliament and be available for use in the next General Election expected in May 2022.

### Further details:

The electoral quota for the review, which is the average electorate per constituency across the UK, is 74,769.2, with the electorate of each constituency having to be within five per cent of that.

That means the smallest permitted electorate for a constituency is 71,031 and the largest permitted electorate is 78,507. In Scotland, exceptions to these electorate limits apply for Na h-Eileanan Siar constituency (the Western Isles), and Orkney and Shetland constituency, each of which are defined in the legislation. An exception to the minimum electorate requirement can be made if a constituency is larger than 12,000 square kilometres which can only occur in very sparsely populated areas.

In England, the legislation specifies that the Isle of Wight will have 2 constituencies.

The electorate for this review is taken from the electoral register published on 1 December 2015

Subject to the above requirements, the legislation states that we may take into account, as we think fit, other factors, namely:

- special geographical considerations, including the size, shape and accessibility of a constituency;

- boundaries of existing council areas and electoral wards;
- existing Westminster constituency boundaries; and
- any local ties which would be broken by changes in constituencies.

### Changes to Final Recommendations

Following the public consultation on our Revised Proposals 38 mainland constituencies remained unchanged and we made changes to 6 constituency boundaries, 5 constituency names and 2 constituency names and boundaries. From our Initial Proposals 10 mainland constituencies remained unchanged.

For the constituency grouping of Aberdeen City, Aberdeenshire, Angus and Dundee City council areas we agreed to amend our Revised Proposals in Angus as the alternative suggestion submitted provided an improvement by using ward boundaries which were more likely to reflect local ties and be easily identifiable. We decided to make no changes to the constituency names.

For the constituency grouping of Argyll and Bute, Highland and Moray council areas we agreed to retain the constituency boundaries from our Revised Proposals but renamed Argyll, Bute and Lochaber constituency as “Argyll, Bute and South West Highland”, and Highland South constituency as “Highland Central.”

For the constituency grouping of Clackmannanshire, Falkirk, Fife, Perth & Kinross and Stirling council areas we agreed to rename “Stirlingshire and South Perthshire” constituency: “Stirlingshire, Strathearn and Kinross.”

For the constituency grouping of City of Edinburgh and West Lothian council areas we agreed to amend our Revised Proposals in the New Town and West End of Edinburgh and in Leith to better reflect local ties and follow recognisable boundaries. We accepted the suggestion to rename: Edinburgh Pentland and Livingston as Livingston and Edinburgh Pentland because the majority of the electors in the constituency live in the Livingston area; and Edinburgh Southside as Edinburgh South because its name was consistent with other constituency names in Edinburgh.

For the constituency grouping of East Ayrshire, East Renfrewshire, Inverclyde, North Ayrshire, Renfrewshire and South Ayrshire council areas we redesigned 4 constituencies in Inverclyde, North Ayrshire and Renfrewshire council areas which addressed issues raised during the consultation. We agreed to name these constituencies: Renfrewshire West and Garnock Valley; Clyde Coast and retained Arran and Cunninghame and Paisley as constituency names.

We made no changes to the East Lothian constituency name and boundary.

We made no changes to the constituency names and boundaries for the constituency grouping of Dumfries and Galloway, North Lanarkshire and South Lanarkshire council areas.

We made no changes to the constituency names and boundaries for the constituency grouping of Glasgow City, East Dunbartonshire and West Dunbartonshire council areas.

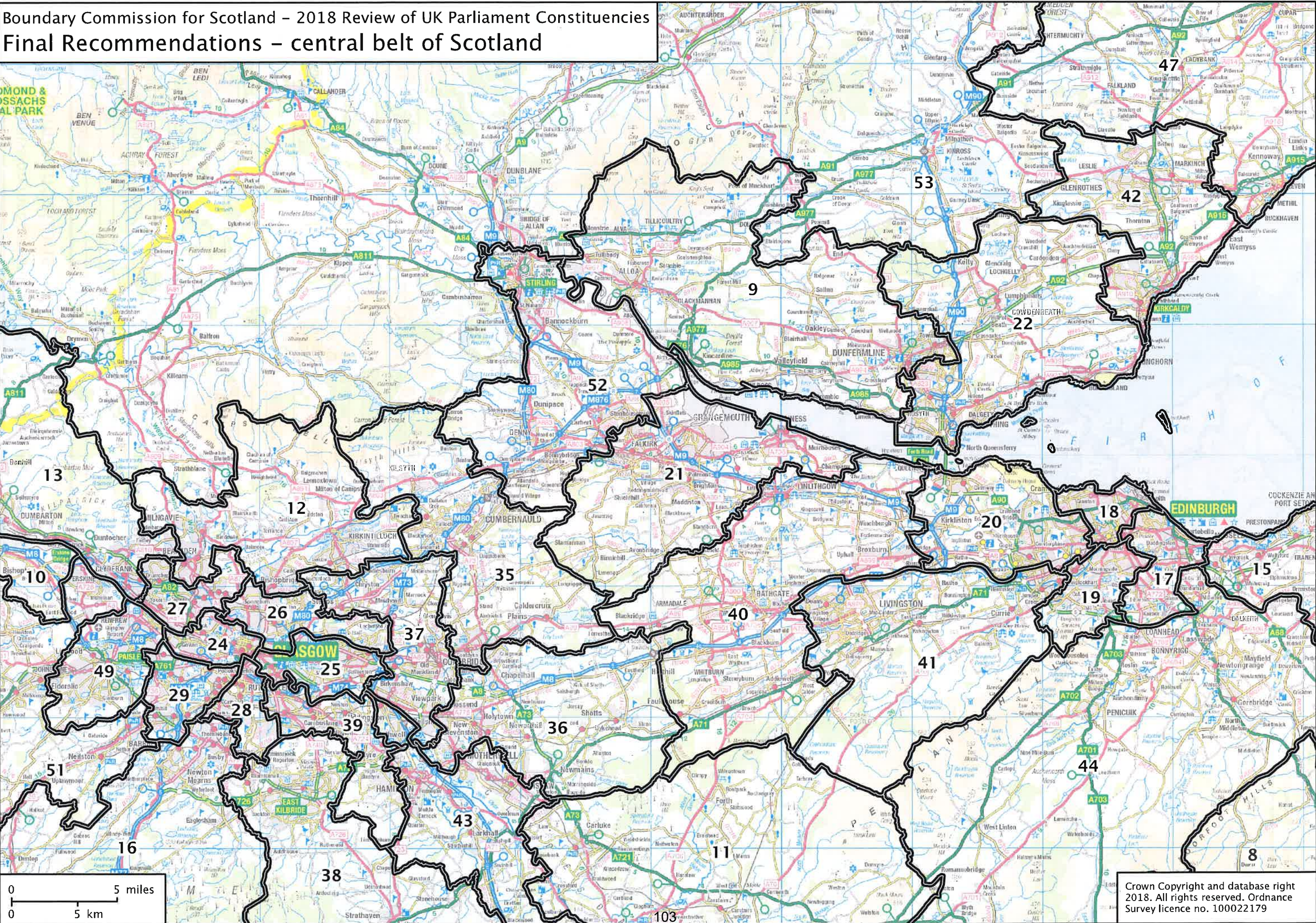
We made no changes to the constituency names and boundaries for the constituency grouping of Midlothian and Scottish Borders council areas.

**Table of constituencies**

<b>Constituency</b>	<b>Electorate</b>	<b>Area (sq. km)</b>	<b>Designation</b>
Aberdeen North	77,677	133.2	Burgh
Aberdeen South	77,106	131.4	Burgh
Angus South and Dundee East	72,307	523.4	County
Argyll, Bute and South West Highland	77,661	9,916.70	County
Arran and Cunningsham	73,528	629.2	County
Ayr and Carrick	77,352	1,107.30	County
Banff and Buchan	78,079	1,776.10	County
Berwickshire, Roxburgh and Selkirk	73,812	3,992.10	County
Clackmannanshire and Dunfermline	75,735	338.8	County
Clyde Coast	75,475	336.4	County
Dumfriesshire and Lanarkshire South East	78,301	3,722.80	County
Dunbartonshire East	76,393	169.3	County
Dunbartonshire West	72,459	187.9	County
Dundee	76,317	43.4	Burgh
East Lothian	76,153	700.9	County
Eastwood and Loudoun	71,251	436.6	County
Edinburgh East	72,027	37.8	Burgh
Edinburgh North and Leith	73,969	21.8	Burgh
Edinburgh South	76,583	37.8	Burgh
Edinburgh West	77,738	91.5	Burgh
Falkirk South	71,118	189.6	County
Fife South	77,327	226.4	County
Galloway and Dumfries	74,882	4,168.50	County
Glasgow Central	73,735	19.9	Burgh
Glasgow East	75,433	33.3	Burgh
Glasgow North East	71,443	38.1	Burgh
Glasgow North West	75,983	29.8	Burgh
Glasgow South East	73,621	22.8	Burgh
Glasgow South West	76,138	32.6	Burgh
Gordon and Deeside	78,028	3,774.90	County
Highland Central	78,133	10,380.40	County
Highland North	73,147	12,984.70	County
Kilmarnock, Cumnock and Doon Valley	78,431	1,082.30	County
Kincardine and Angus North	72,925	2426.9	County
Lanarkshire North	77,877	188.3	County
Lanarkshire North East	72,316	175.1	County
Lanarkshire North West	74,263	82.7	Burgh
Lanarkshire South West	76,833	403.4	County
Lanarkshire West	76,341	56.7	Burgh
Linlithgow	78,026	289.5	County
Livingston and Edinburgh Pentland	78,164	226.1	County
Mid Fife	75,166	139.1	Burgh
Mid Lanarkshire	76,158	124.9	Burgh
Midlothian and Upper Tweeddale	76,824	1,105.90	County
Moray and Nairn	78,477	2,611.70	County
<i>Na h-Eileanan an Iar</i>	20,887	3,268.60	County
North East Fife	76,900	833.5	County
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Boundary Commission for Scotland – 2018 Review of UK Parliament Constituencies  
Final Recommendations – central belt of Scotland





Boundary Commission for Scotland – 2018 Review of UK Parliament Constituencies  
Final Recommendations – All Scotland

Constituency		Constituency	
1	Aberdeen North	28	Glasgow South East
2	Aberdeen South	29	Glasgow South West
3	Angus South and Dundee East	30	Gordon and Deeside
4	Argyll, Bute and South West Highland	31	Highland Central
5	Arran and Cunningham	32	Highland North
6	Ayr and Carrick	33	Kilmarnock, Cumnock and Doon Valley
7	Banff and Buchan	34	Kincardine and Angus North
8	Berwickshire, Roxburgh and Selkirk	35	Lanarkshire North
9	Clackmannanshire and Dunfermline	36	Lanarkshire North East
10	Clyde Coast	37	Lanarkshire North West
11	Dumfrieshire and Lanarkshire South East	38	Lanarkshire South West
12	Dunbartonshire East	39	Lanarkshire West
13	Dunbartonshire West	40	Linlithgow
14	Dundee	41	Livingston and Edinburgh Pentland
15	East Lothian	42	Mid Fife
16	Eastwood and Loudoun	43	Mid Lanarkshire
17	Edinburgh East	44	Midlothian and Upper Tweeddale
18	Edinburgh North and Leith	45	Moray and Nairn
19	Edinburgh South	46	Na h-Eileanan an Iar
20	Edinburgh West	47	North East Fife
21	Falkirk South	48	Orkney and Shetland
22	Fife South	49	Paisley
23	Galloway and Dumfries	50	Perth and North Perthshire
24	Glasgow Central	51	Renfrewshire West and Carron Valley
25	Glasgow East	52	Stirling and Falkirk North
26	Glasgow North East	53	Stirlingshire, Strathearn and Kinross
27	Glasgow North West		

