



Council Offices, Almada Street  
Hamilton, ML3 0AA

Tuesday, 07 March 2023

Dear Councillor

## **Housing and Technical Resources Committee**

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

**Date:** Wednesday, 15 March 2023

**Time:** 10:00

**Venue:** Hybrid - Council Chamber, Council Offices, Almada Street, Hamilton, ML3 0AA

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

Yours sincerely

**Cleland Sneddon**  
**Chief Executive**

### **Members**

Davie McLachlan (Chair), Martin Lennon (Depute Chair), Joe Fagan (ex officio), John Bradley, Walter Brogan, Archie Buchanan, Mathew Buchanan, Janine Calikes, Gerry Convery, Margaret Cooper, Andrea Cowan, Maureen Devlin, Colin Dewar, Allan Falconer, Grant Ferguson, Alistair Fulton, Ross Gowland, Geri Gray, Ross Lambie, Richard Lockhart, Julia Marrs, Ian McAllan, Kenny McCreary, Norman Rae, David Shearer, Margaret B Walker

### **Substitutes**

Robert Brown, Poppy Corbett, Gladys Ferguson-Miller, Martin Hose, Cal Johnston-Dempsey, Gavin Keatt, Susan Kerr, Eileen Logan, Monique McAdams, Richard Nelson, Dr Ali Salamati, Helen Toner, David Watson

## BUSINESS

### 1 Declaration of Interests

- 2 Minutes of Previous Meeting** 5 - 18  
Minutes of the meeting of the Housing and Technical Resources Committee held on 14 December 2022 submitted for approval as a correct record. (Copy attached)

- 3 Minutes of Special Meeting** 19 - 22  
Minutes of the special meeting of the Housing and Technical Resources Committee held on 23 January 2023 submitted for approval as a correct record. (Copy attached)

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### Monitoring Item(s)

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- 4 Revenue Budget Monitoring 2022/2023 - Housing and Technical Resources (Excl Housing Revenue Account (HRA))** 23 - 28  
Joint report dated 15 February 2023 by the Executive Director (Finance and Corporate Resources) and Executive Director (Housing and Technical Resources). (Copy attached)
- 5 Revenue Budget Monitoring 2022/2023 - Housing and Technical Resources - Housing Revenue Account (HRA)** 29 - 32  
Joint report dated 15 February 2023 by the Executive Director (Finance and Corporate Resources) and Executive Director (Housing and Technical Resources). (Copy attached)
- 6 Capital Budget Monitoring 2022/2023 - Housing and Technical Resources (Excl Housing Revenue Account (HRA))** 33 - 36  
Joint report dated 22 February 2023 by the Executive Director (Finance and Corporate Resources) and Executive Director (Housing and Technical Resources). (Copy attached)
- 7 Capital Budget Monitoring 2022/2023 - Housing and Technical Resources - Housing Revenue Account (HRA)** 37 - 40  
Joint report dated 15 February 2023 by the Executive Director (Finance and Corporate Resources) and Executive Director (Housing and Technical Resources). (Copy attached)
- 8 Housing and Technical Resources – Workforce Monitoring – October to December 2022** 41 - 48  
Joint report dated 2 February 2023 by the Executive Director (Finance and Corporate Resources) and Executive Director (Housing and Technical Resources). (Copy attached)

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### Item(s) for Decision

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- 9 Housing Allocation Policy – Local Letting Plans 2023/2024** 49 - 56  
Report dated 23 February 2023 by the Executive Director (Housing and Technical Resources). (Copy attached)

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**Item(s) for Noting**

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- 10 Housing and Technical Resource Plan - Quarter 2 Progress Report 2022/2023** 57 - 76  
Report dated 10 February 2023 by the Executive Director (Housing and Technical Resources). (Copy attached)
- 11 Revision of Costs Associated with the Acquisition of Houses at Former Phillips Factory Site, Wellhall Road, Hamilton - Section 75** 77 - 80  
Report dated 13 February 2023 by the Executive Director (Housing and Technical Resources). (Copy attached)
- 12 Delegated Authority Report – Update** 81 - 84  
Report dated 3 February 2023 by the Executive Director (Housing and Technical Resources). (Copy attached)

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**Urgent Business**

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

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**Exclusion of Press and Public**

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- 14 Exclusion of Press and Public**  
It is recommended that the Committee makes the following resolution:-
- "That, in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, the press and public be excluded from the meeting for the following item(s) of business on the grounds that it is likely that there will be disclosure of exempt information in terms of Paragraph 2 of Part I of Schedule 7A of the Act."

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**Item(s) for Noting**

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- 15 Acquisition of Property in Netherburn**
- Exempt information in terms of Paragraph 2 of Part I of Schedule 7A of the Act

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

Clerk Name:	Helen Calley
Clerk Telephone:	07385370069
Clerk Email:	helen.calley@southlanarkshire.gov.uk



# HOUSING AND TECHNICAL RESOURCES COMMITTEE

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Minutes of meeting held via Confero and in the Council Chamber, Council Offices, Almada Street, Hamilton on 14 December 2022

## **Chair:**

Councillor Davie McLachlan

## **Councillors Present:**

Councillor Walter Brogan, Councillor Archie Buchanan, Councillor Mathew Buchanan, Councillor Janine Calikes, Councillor Gerry Convery, Councillor Margaret Cooper, Councillor Andrea Cowan, Councillor Maureen Devlin, Councillor Colin Dewar, Councillor Allan Falconer, Councillor Grant Ferguson, Councillor Alistair Fulton, Councillor Ross Gowland, Councillor Geri Gray, Councillor Lynsey Hamilton, Councillor Ross Lambie, Councillor Martin Lennon (Depute), Councillor Richard Lockhart, Councillor Julia Marrs, Councillor Ian McAllan, Councillor Kenny McCreary, Councillor Norman Rae, Councillor David Shearer, Councillor Helen Toner (*substitute for Councillor John Bradley*)

## **Councillors' Apologies:**

Councillor John Bradley, Councillor Joe Fagan (ex officio)

## **Attending:**

### **Finance and Corporate Resources**

H Calley, Administration Officer; H Goodwin, Finance Manager (Resources); E Maxwell, HR Business Manager; K McLeod, Administration Assistant; L O'Hagan, Finance Manager (Strategy); M M Wilson, Legal Services Manager; L Wyllie, Administration Assistant

### **Housing and Technical Resources**

S Gibson, Executive Director; S Egan, Area Housing Manager; A Finnan, Head of Housing Services; J Forbes, Head of Property Services; G McParland, Section Leader (Capital Transactions); C Mitchell, Strategy and Support Manager

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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 Housing and Technical Resources Committee held on 5 October 2022 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 Revenue Budget Monitoring 2022/2023 - Housing and Technical Resources (excl Housing Revenue Account (HRA))**

A joint report dated 23 November 2022 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted advising of the actual expenditure measured against the revenue budget for the period 1 April to 4 November 2022 for Housing and Technical Resources (excl HRA).

As at 4 November 2022, there was a breakeven position against the phased budget.

Virements were proposed to realign budgets, as detailed in appendices B and C to the report.

**The Committee decided:**

- (1) that the breakeven position as at 4 November 2022 on the Housing and Technical Resources' (excl HRA) revenue budget, as detailed in Appendix A of the report, be noted; and
- (2) that the proposed budget virements be approved.

*[Reference: Minutes of 5 October 2022 (Paragraph 3)]*

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#### **4 Revenue Budget Monitoring 2022/2023 - Housing and Technical Resources - Housing Revenue Account (HRA)**

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A joint report dated 23 November 2022 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted advising of the actual expenditure measured against the revenue budget for the period 1 April to 4 November 2022 for Housing and Technical Resources (HRA).

As at 4 November 2022, there was a breakeven position against the phased budget.

**The Committee decided:** that the breakeven position on the Housing and Technical Resources' HRA revenue budget, as detailed in Appendix A of the report, be noted.

*[Reference: Minutes of 5 October 2022 (Paragraph 4)]*

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#### **5 Capital Budget Monitoring 2022/2023 - Housing and Technical Resources (excl Housing Revenue Account (HRA))**

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A joint report dated 23 November 2022 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted advising of progress on the capital programme for Housing and Technical Resources (excl HRA) for the period 1 April to 4 November 2022.

At its meeting on 5 October 2022, this Committee noted that the budget for Housing and Technical Resources for the financial year 2022/2023 totalled £8.486 million. There had been no change to the budget since the last report to the Committee.

Anticipated spend to date was £1.045 million and spend to 4 November 2022 amounted to £0.924 million, an underspend of £0.121 million. This mainly reflected the timing of spend on the multi-year and multi-project Prioritised Urgent Investment and Principal Offices programmes.

**The Committee decided:** that the Housing and Technical Resources' (excl HRA) capital programme of £8.486 million and expenditure to date of £0.924 million be noted.

*[Reference: Minutes of 5 October 2022 (Paragraph 5)]*

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## **6 Capital Budget Monitoring 2022/2023 - Housing and Technical Resources (Housing Revenue Account (HRA))**

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A joint report dated 23 November 2022 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted advising of progress on the capital programme for Housing and Technical Resources (HRA) for the period 1 April to 4 November 2022.

The Housing Capital Programme for 2022/2023 totalled £66.361 million and was detailed, along with the funding sources, at Appendix A to the report. Actual expenditure to 4 November 2022 was £30.783 million.

**The Committee decided:** that the revised Housing and Technical Resources' (HRA) capital programme of £66.361 million and expenditure to date of £30.783 million be noted.

*[Reference: Minutes of 5 October 2022 (Paragraph 6)]*

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## **7 Housing and Technical Resources – Workforce Monitoring – August and September 2022**

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A joint report dated 23 November 2022 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted on the following employee information for Housing and Technical Resources for August and September 2022:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ Staffing Watch as at 10 September 2022

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

*[Reference: Minutes of 5 October 2022 (Paragraph 7)]*

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## **8 Acquisition of Houses at Former Philips Factory Site, Wellhall Road, Hamilton - Section 75 Planning Reference PL/21/1697**

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A report dated 21 November 2022 by the Executive Director (Housing and Technical Resources) was submitted requesting approval to acquire 40 homes at the former Philips factory site, Wellhall Road, Hamilton from Lovell Homes, for inclusion in the Council's housing stock in fulfilment of the planning obligations associated with the residential development of the site.

The site at the former Philips factory, Wellhall Road in Hamilton, had been identified within the Council's Strategic Housing Investment Plan as a priority site in delivering the Council's target of 1,300 additional homes by 2027.

The application for the development of the site had been approved by the Planning Committee on 15 February 2022 for the erection of 163 dwellings by Lovell Homes and included an obligation for an on-site provision of up to 40 affordable homes.

The Council entered into discussions with Lovell Homes to provide its planning obligation for new affordable homes via a turnkey arrangement, with the Council only paying the full amount due on completion of each house. The proposal provided by Lovell Homes had been assessed by the Council's Technical and Commercial Team as presenting value for money. Therefore, it was proposed to acquire 40 completed properties subject to the following principal conditions:-

- ◆ the Council would pay a deposit of the land value of £1,238,183.81 plus VAT
- ◆ an additional payment of £25,000 would be made for each foundation completed on a quarterly basis
- ◆ 50% of balance per total number of roofs tiled, payable quarterly for all roofs tiled within the period
- ◆ the balance of the purchase price would be paid upon completion and transfer of title
- ◆ the properties would be acquired in batches of 6 units or more, at a time
- ◆ the Council would obtain a standard security over the site until such times as all properties had been completed
- ◆ the Council would receive a third party warranty covering defects and structure
- ◆ each party would be responsible for their own legal fees

In line with the Home+ Programme, including the new target established at the Executive Committee on 30 November 2022, acquisition of the plots would be funded through a combination of Scottish Government grant funding, HRA capital investment and Council borrowing.

Should expected levels of Scottish Government grant be received and average costs for borrowing and capital contributions be continued, it was expected that the new build aspect of the Home+ programme and, in particular, the acquisitions of those plots, would have a neutral impact to the HRA Business Plan over a 40-year period. This would mean that over the 40-year period, the net cost of the additional borrowing and all other costs would be met from the additional rental income received.

Whilst there was a neutral impact on the HRA Business Plan over a 40-year period, there were initial construction and purchase costs which would have an impact on the cash flow in the early years of the programme. The estimated costs had been included in the Business Plan in respect of the rent uplift projections for 2023/2024.

Officers responded to members' questions, providing details of the size and type of properties being acquired.

**The Committee decided:**

- (1) that the Executive Director (Housing and Technical Resources) be authorised to acquire 40 completed affordable homes from Lovell Homes for a total price not in excess of £7.0 million (which included the cost of land) to fulfil the planning obligations associated with the residential development of the site; and
- (2) that authority be granted to the Executive Director (Housing and Technical Resources), in conjunction with the Head of Administration and Legal Services, to conclude transactions in the appropriate manner and in the best interests of the Council.

*[Reference: Minutes of Planning Committee of 15 February 2022 (Paragraph 9) and Minutes of the Executive Committee of 30 November 2022 (Paragraph 7)]*



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## **9 Acquisition of Houses at Brackenhill Farm, Hamilton - Section 75 Planning Reference PL/21/2093**

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A report dated 21 November 2022 by the Executive Director (Housing and Technical Resources) was submitted requesting approval to acquire 50 homes at Brackenhill Farm, Hamilton from Taylor Wimpey for inclusion in the Council's housing stock, in fulfilment of the planning obligations associated with the residential development of the site.

The site at Brackenhill Farm in Hamilton had been identified within the Council's Strategic Housing Investment Plan as a priority site in delivering the Council's target of 1,300 additional homes by 2027. The site formed one part of the Hamilton Community Growth Area (CGA), which was located on the south west edge of Hamilton and was designated for residential development to meet Glasgow and Clyde Valley Structure Plan requirements for the release of 2,000 houses.

The application for the development of the site had been approved by the Planning Committee on 11 October 2022 for the erection of 53 dwellings by Taylor Wimpey and included an obligation for an on-site provision of up to 50 affordable homes.

The Council entered into discussions with Taylor Wimpey to provide its planning obligation for new affordable homes via a turnkey arrangement, with the Council only paying the full amount due on completion of each property. The proposal provided by Taylor Wimpey had been assessed by the Council's Technical and Commercial Team as presenting value for money. Therefore, it was proposed to acquire 50 completed properties subject to the following principal conditions:-

- ◆ the Council would pay a deposit of £20,000 per unit
- ◆ an additional payment of £25,000 would be made for each foundation completed and valued on a quarterly basis
- ◆ 50% of balance per total number of roofs tiled, payable quarterly for all roofs tiled within the period
- ◆ the balance of the purchase price would be paid upon completion and transfer of title
- ◆ the properties would be acquired in batches of 6 units or more, at a time
- ◆ the Council would obtain a standard security over the site until such times as all properties had been completed
- ◆ the Council would receive a third party warranty covering defects and structure
- ◆ each party would be responsible for their own legal fees

In line with the Home+ Programme, including the new target established at the Executive Committee on 30 November 2022, acquisition of the plots would be funded through a combination of Scottish Government grant funding, HRA capital investment and Council borrowing.

Should expected levels of Scottish Government grant be received and average costs for borrowing and capital contributions be continued, it was expected that the new build aspect of the Home+ programme and in particular, the acquisitions of those plots, would have a neutral impact to the HRA Business Plan over a 40-year period. This would mean that over the 40-year period, the net cost of the additional borrowing and all other costs would be met from the additional rental income received.

Whilst there was a neutral impact on the HRA Business Plan over a 40-year period, there were initial construction and purchase costs which would have an impact on the cash flow in the early years of the programme. The estimated costs had been included in the Business Plan in respect of the rent uplift projections for 2023/2024.

### **The Committee decided:**

- (1) that the Executive Director (Housing and Technical Resources) be authorised to acquire 50 completed affordable homes from Taylor Wimpey for a total price not in excess of £8.545 million, which included the cost of land, to fulfil the planning obligations associated with the residential development of the site; and
- (2) that authority be granted to the Executive Director (Housing and Technical Resources), in conjunction with the Head of Administration and Legal Services, to conclude transactions in the appropriate manner and in the best interests of the Council.

*[Reference: Minutes of Planning Committee of 11 October 2022 (Paragraph 6) and Minutes of the Executive Committee of 30 November 2022 (Paragraph 7)]*

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## **10 Policy and Strategy Review Schedule**

A report dated 22 November 2022 by the Executive Director (Housing and Technical Resources) was submitted requesting approval for the Policy and Strategy Review Schedule for Housing and Technical Resources.

The Policy and Strategy Review Schedule was established in October 2011 with regular updates provided, most recently on 8 December 2021. It assisted annual service planning by providing a timeframe for the formal review of all key housing policies and strategies. It informed the development of the annual work plan for customer involvement and provided a basis for the Council to ensure that its statutory obligations were delivered.

The proposed Schedule reflected changes in the local and national policy context and was attached as Appendix 1 to the report. It set out:-

- ◆ details of housing policies and strategies
- ◆ the frequency of reviews
- ◆ when the reviews were next scheduled to take place

As part of the policy and strategy review process, associated procedures and protocols, which supported the delivery of services, were also considered and reviewed as appropriate. This ensured that scope for service improvements was also considered as part of the review process.

The scope of the policy/strategy areas covered by the Schedule was consistent with the key service areas identified by the Scottish Housing Regulator's regulatory framework, as detailed in the report.

In addition to the areas detailed in the report, the review also incorporated key housing and other strategies which the Resource had lead responsibility for within the Council.

The Schedule would inform the next round of Resource and Service Plans for 2023/2024 and would be used to establish a joint programme for customer engagement.

The proposed frequency of review was considered appropriate to the individual policy or strategy area. An updated Schedule would be presented to this Committee on an annual basis which would advise of progress and any amendments to the Schedule.

The Committee would continue to be fully updated in relation to the development of the specific policies and strategies contained within the Schedule.

**The Committee decided:**

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

*[Reference: Minutes of 8 December 2021 (Paragraph 9)]*

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## **11 Enhancements to the South Lanarkshire Council Open Market Purchase Scheme**

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A report dated 22 November 2022 by the Executive Director (Housing and Technical Resources) was submitted requesting approval to broaden the scope of South Lanarkshire's Open Market Purchase Scheme (OMPS).

The current OMPS had been approved by this Committee at its meeting on 1 July 2015 and amended on 17 February 2021. The Scheme aimed to help increase the supply of Council housing to meet housing need, whilst maximising use of Scottish Government Affordable Housing Supply Programme funding.

The requirements of the current criteria for the OMPS, which aligned with the key strategic outcomes set out within the South Lanarkshire Local Housing Strategy 2022 to 2027, were detailed in the report.

On 17 February 2021, this Committee approved the extension of the criteria for the OMPS to include consideration of long-term empty properties in the private sector not being marketed for sale. This extension stipulated that the property required to be empty for at least a 24-month period, as detailed within Council Tax records.

On 30 November 2022, the Executive Committee had approved a new target to deliver an additional 1,300 Council homes within South Lanarkshire by 2027. To support the Council in achieving this target and to align with updated strategic priorities within the new South Lanarkshire Local Housing Strategy 2022 to 2027, it was proposed that the current OMPS be revised to take account of 1 amendment to the current provisions and the addition of 2 new criteria.

An outline of the context and rationale for the amendment and additions was detailed in Appendix 1 of the report. It was noted that the proposed amendment and additions to the OMPS would operate in conjunction with the existing criteria detailed in the report.

It was proposed that the scope provided through the OMPS to purchase long-term empty properties be revised:-

- ♦ to allow private sector properties which were not being actively marketed for sale and which had been empty for a period of more than 12 months, as determined by Council Tax records, to be considered by the Council for purchase under the Scheme

Proposed criteria to expand the scope within which the Council would purchase properties through the OMPS were:-

- ♦ that owner occupiers and private landlords of former Council properties could contact the Council directly with the offer of property for sale
- ♦ that the Council could engage with private landlords, who currently leased properties to the Council but no longer wished to remain in the sector, to purchase their properties directly from them

Following approval, it was proposed that the amendment to the current OMPS and the additional new criteria, as detailed in the report, be introduced with immediate effect.

Details relating to the enhanced Scheme would be appropriately publicised and promoted, and Housing and Technical Resources would develop new or revised internal procedures and guidance to facilitate those enhancements.

Performance in relation to the number of purchases completed as part of the OMPS would continue to be reported to this Committee as part of the annual Strategic Housing Investment Plan report.

This Committee would continue to actively monitor national context and consider any further proposals that might be appropriate to acquire properties to help increase the supply of affordable housing and meet identified housing needs.

Any future proposals to further develop the Scheme would be reported to this Committee for approval.

Officers responded to members' questions in terms of the Council's increased presence in the housing market and pressure across the housing system.

**The Committee decided:** that the enhanced Open Market Purchase Scheme, as outlined in the report, be approved.

*[Reference: Minutes of 17 February 2021 (Paragraph 12) and Minutes of the Executive Committee of 30 November 2022 (Paragraph 7)]*

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## **12 Lease of 26 Units within the Former Student Residencies at 2 Barrack Street, Hamilton for the Purposes of Accommodating Ukrainian Refugees and Resettlement**

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A report dated 22 November 2022 by the Executive Director (Housing and Technical Resources) was submitted on action taken, in terms of Standing Order No 37(c) because of the timescales involved, by the Executive Director (Housing and Technical Resources), in consultation with the Chair and an ex officio member, to enter into a lease agreement to provide accommodation for refugees at 2 Barrack Street, Hamilton.

In March 2022, the UK Government had established a Homes for Ukrainian Scheme to enable individuals fleeing the conflict in Ukraine to move to and secure accommodation in the United Kingdom. The Scottish Government had established the 'Scottish Super Sponsor' Scheme to assist individuals seeking to move to Scotland by selecting the Scottish Government as their sponsor.

This Council, along with other local authorities, played a key role in delivering the Scheme and currently operated a welcome hub, on behalf of the Scottish Government, providing temporary accommodation and support to "Ukrainian Displaced Persons" when they arrived in Scotland. The Council's Resettlement Team worked to assist those housed at the hub move towards a more permanent home.

The level of demand for the Scheme had led to significant pressure on the availability of accommodation and the Scottish Government had written to councils on a number of occasions to ask if they would consider accommodation options that could be progressed to meet the needs of Ukrainian households.

Having previously utilised part of the property for temporary accommodation to support homeless households during the COVID-19 pandemic, Housing and Technical Resources had identified the subjects at 2 Barrack Street, Hamilton as a suitable accommodation option.

The subjects were vacant, following purchase by C&S Facilities Management Limited from the University of West of Scotland in 2022, and offered 26 accommodation units with 6 individual rooms in each, split over 3 separate blocks.

It had been agreed that the lease and all associated services relating to the proposed accommodation at 2 Barrack Street, Hamilton be delivered at no overall cost to the Council.

The proposal was to utilise the subjects as interim accommodation for parties currently residing in short-term 'welcome hub' hotel accommodation, whilst they were supported to find settled accommodation in South Lanarkshire or elsewhere.

Following positive discussions with the subject owners and the Scottish Government, Housing and Technical Resources entered into negotiations with C&S Facilities Management Limited for the lease of occupation of 26 units for use by the Council for the purposes of interim accommodation of up to 200 Ukrainian refugees.

Terms and conditions had been agreed with C&S Facilities Management Limited and those were detailed in the report.

The cost of the works required to bring the internal accommodation up to a standard suitable for letting, which would be carried out by the landlord, would be recharged to the Council and reimbursed by the Scottish Government and the Homes for Ukraine Tariff Grant.

**The Committee decided:** that the following action taken, in terms of Standing Order No 37(c), by the Executive Director (Housing and Technical Resources), in consultation with the Chair and an ex officio member, be noted:-

- ◆ that the Executive Director (Housing and Technical Resources) lease the subjects at 2 Barrack Street, Hamilton to meet the identified housing needs for Ukrainian refugees, on the principal terms and condition set out in Section 4 of the report
- ◆ that the Executive Director (Housing and Technical Resources), in conjunction with the Head of Administration and Legal Services, to conclude matters and to enter into the necessary legal agreements on terms which were in the best interests of the Council

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### **13 Disposal of Montrose House, Montrose Crescent, Hamilton**

A report dated 21 November 2022 by the Executive Director (Housing and Technical Resources) was submitted requesting approval for the disposal of the site of the former Council Offices at Montrose House, Montrose Crescent, Hamilton to AC Land Regeneration Limited (or assignees or nominees).

The introduction of more agile ways of working had led to a reduction in the floorspace requirements of office accommodation for the Council. On that basis, Montrose House, Montrose Crescent, Hamilton, formerly used by the Council as office accommodation, had been declared surplus by the Executive Committee on 2 March 2022.

The property had been marketed with a closing date of 8 July 2022. One offer had been received from AC Land Regeneration Limited which was considering a range of redevelopment options for the site, however, was initially focusing on use as a rental opportunity for one of its businesses. The current proposal, which was subject to detailed planning consent, was to redevelop the building and rent it as commercial premises, although other uses were still being considered.

AC Land Regeneration Limited had offered terms to purchase the Council's interest for £205,000, exclusive of VAT. The offer was conditional on satisfactory Title which the bidder had informally advised was satisfactory to them upon carrying out initial due diligence.

It was proposed to dispose of Montrose House, Montrose Crescent, Hamilton, as detailed in the report, to AC Land Regeneration Limited (or assignees or nominees) subject to the following principal conditions:-

- ◆ the purchase price to be £205,000, exclusive of VAT
- ◆ the offer would be subject to satisfactory Title
- ◆ the purchasers to meet the Council's reasonably incurred legal fees

Some employees within Montrose House still had to be relocated to alternative premises to allow Montrose House to be sold with vacant possession. Arrangements had already been made for the redeployment of Facilities Management employees and Council officers would be redeployed when the building fully closed.

Officers responded to members' concerns regarding the marketing of the property, level of interested parties, the offer made and the valuation process. It was noted that delaying the sale could result in losing the offer from AC Land Regeneration Limited.

**The Committee decided:**

- (1) that Montrose House, Montrose Crescent, Hamilton be disposed of to AC Land Regeneration Limited (or assignees or nominees) for the sum of £205,000, exclusive of VAT, and in terms of the principal conditions contained in Section 4 of the report; and
- (2) that the Executive Director (Housing and Technical Resources), in conjunction with the Head of Administration and Legal Services, be authorised to conclude all other matters pertaining to the disposal of the site and to enter into the necessary legal agreements on terms which were in the best interests of the Council.

*[Reference: Minutes of the Executive Committee of 2 March 2022 (Paragraph 10)]*

*In terms of Standing Order No 14, the Chair adjourned the meeting at 11.10am. The meeting reconvened at 11.20am*

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## **14 Disposal of Vacant Domestic Dwelling House at 49 Nevis Avenue, Hamilton**

A report dated 21 November 2022 by the Executive Director (Housing and Technical Resources) was submitted requesting approval to declare the vacant property at 49 Nevis Avenue, Hamilton surplus to the operational requirements of Housing Services and progress its disposal.

The property at 49 Nevis Avenue, Hamilton had been acquired by the Council in 2000 and comprised of a 3 bedroom mid-terraced property.

The property had been constructed in 1975 within an estate formerly owned by the Scottish Special Housing Association. Latterly, the estate consisted of a majority of privately owned properties as well as a number of properties owned and let by Clyde Valley Housing Association.

The property had been initially purchased by the Council to be utilised as temporary homeless accommodation, meeting the demand and requirements for the Service at that time.

In 2013, the property ceased being used as temporary homeless accommodation due to the resulting management issues within this locale and had been let as a mainstream property since that time. The property was currently vacant and situated outwith a Council managed area.

Disposal of the property would generate a capital receipt which would contribute to the Housing Revenue Account's Capital Programme and reduce the Council's liability in terms of management and maintenance.

**The Committee decided:**

- (1) that the vacant property at 49 Nevis Avenue, Hamilton be declared surplus to the operational requirements of Housing Services;
- (2) that the Executive Director (Housing and Technical Resources) be authorised to progress disposal of the property from the Housing Account through the Council's normal surplus property procedure; and
- (3) that the Executive Director (Housing and Technical Resources), in consultation with the Head of Administration and Legal Services, be authorised to conclude all matters in respect of any subsequent disposal and enter into the necessary legal agreements in terms which were in the best interests of the Council.

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## **15 Stonefield Pitches, Blantyre – Asset Transfer to Blantyre Victoria Youth Football Club**

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A report dated 23 November 2022 by the Executive Director (Housing and Technical Resources) was submitted providing an update on the request for asset transfer, by lease, of the pitches at Stonefield Road, Blantyre to Blantyre Victoria Youth Football Club (FC) and requesting approval of the principal terms and conditions of asset transfer, as detailed in the report.

The pitches and pavilion at Stonefield Road, Blantyre were currently managed by South Lanarkshire Leisure and Culture (SLLC).

Blantyre Victoria Youth FC was the principal user of the pitches and aspired to develop long-term proposals for both the pitches and the pavilion, however, was seeking a lease of the pitches as a first stage. Blantyre Victoria Youth FC had submitted a request for Community Asset Transfer, the validation date for which was 11 May 2022.

The initial request included the pavilion, however, in light of issues associated with the relocation of electric equipment within the pavilion, Blantyre Victoria Youth FC had withdrawn this aspect. Therefore, the request being considered was for the pitches alone, as detailed in Appendix 1 of the report.

In addition to placing the application and supporting documentation on the Council's Planning Portal, notices had been placed on the property advising that the Council was considering an asset transfer. The closing date for responses was 24 June 2022, at which time 58 responses had been received, 52 positive, 1 neutral and 5 negative.

The request had been considered at the Community Asset Transfer Assessment Panel on 30 September 2022 and 9 November 2022 when the property, organisation and project had been taken into consideration.

The Community Asset Transfer Working Group assessed the potential community benefits and recommended that a discount of 93% be applied to the market rental value to reflect the benefits to the community. The majority of the Council's leases to unlicensed sports clubs were at £1 per annum on the basis that all maintenance was undertaken by the tenant and was to a satisfactory standard, therefore, there was no market rental figure.

If the lease was on an annual basis, there would be a loss of income to SLLC and a gain from reduction to ground maintenance to the Council. Across the 2 organisations, the net effect would be minimal at a £1,900 loss, however, it was considered essential that there was clear evidence of delivery of the community benefit to offset this loss.

The risks associated with the asset transfer were considered low, given that the request was for a year-to-year lease. The key concerns were that the land was maintained to a high standard and that there was evidence of benefits to the local community. Therefore, it was proposed that annual renewal of the lease would be dependent upon an annual inspection of the ground conditions and a report from Blantyre Victoria Youth FC evidencing the increased outcomes from control of the pitch passing to the organisation.

It was proposed to lease the pitches at Stonefield Road, Blantyre, as shown on the plan attached to the report, to Blantyre Victoria Youth FC, as detailed in the principal terms and conditions contained in the report.

The asset transfer would result in a loss of income to SLLC of £13,300 per annum. It would also result in a reduction in the costs to the Council of maintaining the land equating to around £11,400.

**The Committee decided:**

- (1) that the pitches at Stonefield Road, Blantyre be leased to Blantyre Victoria Youth FC, subject to the terms and conditions detailed in the report; and
- (2) that the Executive Director (Housing and Technical Resources), in conjunction with the Head of Administration and Legal Services, be authorised to conclude all matters in respect of the lease and enter into the necessary legal agreements on terms which were in the best interests of the Council.

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

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A report dated 22 November 2022 by the Executive Director (Housing and Technical Resources) was submitted providing an update on the Housing and Technical Resources' Risk Register and Risk Control actions.

Housing and Technical Resources had followed Council guidance in developing, monitoring and updating its Risk Control Register on an ongoing basis. The Register had been developed to ensure that the Resource:-

- ◆ was fully aware of the top risks
- ◆ was able to prioritise those risks
- ◆ had controls in place to eliminate or minimise the impact of the risk



The risks were scored in accordance with the Council's scoring mechanism based on likelihood and impact of risk. This resulted in risks being scored between 1 to 25 (low to very high). Risks were scored on their inherent risk (risk if nothing was done) and their residual risk (risk after applying controls). The Council's scoring matrix was attached as Appendix 1 to the report.

The Risk Register for the Resource had been developed and was monitored on an ongoing basis by the Resource Risk Management Group to add new risks and to review the score of existing risks. The main changes to the Risk Register, including 4 new risks, were summarised in the report.

Details of all risks which had scored very high and high were provided in Appendix 2 to the report. Risks evaluated as being medium or low risk would be monitored to ensure that they continued to be adequately managed.

Appendix 3 to the report provided a comparison of risk scores for 2021 and 2022. This appendix also detailed changes in risk descriptions.

**The Committee decided:**

- (1) that the contents of the Resource Risk Register be noted; and
- (2) that it be noted that risk control actions would continue to be progressed by relevant officers.

*[Reference: Minutes of 29 September 2021 (Paragraph 18)]*

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## **17 Annual Report - Mainstreaming Equality and Diversity within Housing and Technical Resources**

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A report dated 22 November 2022 by the Executive Director (Housing and Technical Resources) was submitted providing an overview of progress made in relation to mainstreaming equalities within Housing and Technical Resources during 2021/2022 and highlighting the key actions being progressed during 2022/2023.

The Housing and Technical Resources' Equality and Diversity Co-ordinating Group continued to progress the Equality and Diversity work plan and support a consistent approach to mainstreaming equality and diversity across the Resource.

Details were provided on progress made in meeting those commitments during 2021/2022 and detailed the key priorities for 2022/2023.

**The Committee decided:** that the progress made during 2021/2022 and key actions for 2022/2023 in relation to mainstreaming equalities be noted.

*[Reference: Minutes of 8 December 2021 (Paragraph 16)]*

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## **18 Delegated Authority Report – Update**

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A report dated 21 November 2022 by the Executive Director (Housing and Technical Resources) was submitted on transactions processed by Property Services during Quarter 2 of 2022/2023.

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

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

Details of the transactions undertaken during Quarter 2, as contained in Appendix 1 of the report, were as follows:-

**Quarter 2 2022/2023:**

Number of transactions	60
Total value of lease transactions	£305,543 per annum
Total value of capital transactions	£1,594,065
Total value of miscellaneous transactions	£0

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

*[Reference: Minutes of 10 August 2022 (Paragraph 15)]*

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## **19 Notification of Contracts Awarded - 1 July to 27 October 2022**

A report dated 22 November 2022 by the Executive Director (Housing and Technical Resources) was submitted on contracts awarded by Housing and Technical Resources, valued in excess of £50,000, in the period 1 July to 27 October 2022, as follows:-

- ◆ contracts awarded by Consultancy Services
- ◆ contracts awarded by Procurement Team
- ◆ contracts awarded by Building Services

Details of the contracts and projects were provided in the appendices to the report.

**The Committee decided:**

- (1) that the contracts awarded by Consultancy Services, as detailed in Appendix A to the report, be noted;
- (2) that the contracts awarded by the Procurement Team, as detailed in Appendix B to the report, be noted; and
- (3) that the sub-contracts awarded by Building Services, as detailed in Appendix C to the report, be noted.

*[Reference: Minutes of 10 August 2022 (Paragraph 14)]*

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## **20 Urgent Business**

There were no items of urgent business.

## HOUSING AND TECHNICAL RESOURCES COMMITTEE

3

Minutes of special meeting held via Confero and in the Council Chamber, Council Offices, Almada Street, Hamilton on 23 January 2023

### **Chair:**

Councillor Davie McLachlan

### **Councillors Present:**

Councillor Walter Brogan, Councillor Mathew Buchanan, Councillor Janine Calikes, Councillor Gerry Convery, Councillor Margaret Cooper, Councillor Andrea Cowan, Councillor Maureen Devlin, Councillor Colin Dewar, Councillor Grant Ferguson, Councillor Alistair Fulton, Councillor Cal Johnston-Dempsey (*substitute for Councillor Geri Gray*), Councillor Martin Lennon (Depute), Councillor Richard Lockhart, Councillor Julia Marrs, Councillor Ian McAllan, Councillor Kenny McCreary, Councillor Norman Rae, Councillor David Shearer, Councillor Helen Toner (*substitute for Councillor John Bradley*), Councillor Margaret B Walker (*substitute for Councillor Allan Falconer*)

### **Councillors' Apologies:**

Councillor John Bradley, Councillor Archie Buchanan, Councillor Joe Fagan (*ex officio*), Councillor Allan Falconer, Councillor Ross Gowland, Councillor Geri Gray, Councillor Lynsey Hamilton, Councillor Ross Lambie

### **Attending:**

#### **Finance and Corporate Resources**

H Calley, Administration Officer; H Goodwin, Finance Manager (Resources); R McKie, Finance Advisor, K McLeod, Administration Assistant; L Wyllie, Administration Assistant

#### **Housing and Technical Resources**

S Gibson, Executive Director; A Finnan, Head of Housing Services; J Forbes, Head of Property Services; C Mitchell, Strategy and Support Manager

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### **Chair's Opening Remarks**

The Chair extended his thanks to the members of the Budget Scrutiny Group and the Tenant Participation Consultation Group for their contribution to the budgetary process.

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### **1 Declaration of Interests**

No interests were declared.

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### **2 Housing Revenue and Capital Account Budget 2023/2024**

A joint report dated 12 January 2023 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted on:-

- ◆ the Revenue Estimate proposals for the Housing Revenue Account (HRA) for 2023/2024 which had been prepared in line with the 30-year Business Plan
- ◆ the 2023/2024 Housing Capital Programme totalling £63.916 million

The HRA revenue budget submission for 2023/2024 had been prepared in line with the 30-year HRA Business Plan, developed to reflect investment priorities of maintaining and improving the housing stock to the Scottish Housing Quality Standard (SHQS) and the updated Energy Efficiency Standard for Social Housing (ESSH2). The programme also included projects to increase the supply of Council housing as well as environmental works and legislative compliance programmes, to ensure that all safety requirement standards were met.

The movement, as compared to the existing 2022/2023 revenue budget, was outlined in Appendix 1 to the report. The movements were summarised in the report.

The 2023/2024 budget proposal also included a bad debt provision of £3.524 million which was required to continue to provide for the potential impact on rent collection and arrears. This included contingency for the ongoing uncertainty on rental collections in the coming year due to cost-of-living pressures and an allocation of £0.150 million for tenancy sustainment mitigation.

On 20 December 2022, the Scottish Government indicated that it intended to end the rent control provisions in the social rented sector from the end of March 2023. This position followed the agreement of a “statement of intent” by the Convention of Scottish Local Authorities (COSLA), confirming that local authorities were committed to keeping rent increases to an average of no more than £5 per week (exclusive of service charges) and that Scottish Federation of Housing Associations members were consulting on increases which would average at 6.1%. On 12 January 2023, the Scottish Government confirmed that the current rent control provisions for the social rented sector would no longer apply from 1 April 2023.

A 1 year rent increase of 3.5% was proposed for 2023/2024 and, to achieve this, a re-profiling of the long-term investment priorities had been undertaken. Short-term investment priorities and current service levels would be maintained. This equated to a weekly increase on the average Council rent of £2.67 which was significantly below the £5 maximum agreed by COSLA.

Based on the latest Scottish Social Housing Charter returns, the average rent charges for South Lanarkshire Council tenants remained affordable and were currently the 8<sup>th</sup> lowest of local authority landlords in Scotland. In addition, South Lanarkshire Council tenants’ rent charges were the lowest of all the social landlords operating in South Lanarkshire.

In line with the HRA Business Plan, a reduction of £0.278 million for efficiencies had been included within the Resource’s Supervision and Management budget which would not affect the delivery of services to tenants.

At its meeting on 18 January 2023, the Council noted a savings option in relation to the potential redirection of funds from second home council tax income to meet wider Council budget gaps. This option was part of the list of flexibilities presented by COSLA and local authorities to the Scottish Government in relation to specific Government policies which could be used to release funding to help with councils’ funding pressures. The Council would, at a future meeting, decide whether to agree this option.

Details of the proposed Housing Capital Programme, totalling £63.916 million, were provided in Appendix 2 to the report and information on how the Programme would be funded was summarised in the report. At the Executive Committee on 30 November 2022, a new Council House Supply programme target of 1,300 additional Council homes was approved.

The Budget Scrutiny Group (BSG) took a lead role in co-ordinating and delivering wide-ranging consultation with tenants and other stakeholders, including a Tenants’ Satisfaction Survey. The key issues and challenges facing the Council identified by the BSG were provided in the report.

During the initial meetings with both the BSG and the Tenant Participation Co-ordination Group (TPCG), there had been broad support of:-

- ◆ a further 1 year rent increase
- ◆ the proposed 3.5% increase in 2023/2024
- ◆ the Council maintaining its position as one of the most affordable local authority rents in Scotland

A summary of the feedback received from the consultation process, co-ordinated by the Tenants Information Service (TIS), was detailed in the report.

**The Committee recommended to the Executive Committee:**

- (1) that the proposed rent increase of 3.5% to all Council houses, Gypsy/Traveller sites, lockups and garage sites and the revenue estimate proposals for the HRA, as detailed in Appendix 1 to the report, be endorsed; and
- (2) that, based on the rent increase of 3.5%, the 2023/2024 Housing Capital Programme of £63.916 million, as detailed in Appendix 2 to the report, be endorsed.

*[Reference: Minutes of the Executive Committee of 30 November 2022 (Paragraph 7) and Minutes of South Lanarkshire Council of 18 January 2023 (Paragraph 2)]*

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### **3 Urgent Business**

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There were no items of urgent business.



# Report

4

Report to:	<b>Housing and Technical Resources Committee</b>
Date of Meeting:	<b>15 March 2023</b>
Report by:	<b>Executive Director (Finance and Corporate Resources) Executive Director (Housing and Technical Resources)</b>

Subject:	<b>Revenue Budget Monitoring 2022/2023 - Housing and Technical Resources (Excl Housing Revenue Account (HRA))</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide information on the actual expenditure measured against the revenue budget for the period 1 April 2022 to 27 January 2023 for Housing and Technical Resources (excl HRA)

## 2. Recommendation(s)

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

- (1) that the overspend position of £0.245 million, as at 27 January 2023, on Housing and Technical Resources (excl HRA) Revenue Budget and the forecast to 31 March 2023 of a £0.342 million overspend position, as detailed in Appendix A of the report, be noted, and
- (2) that the proposed budget virements be approved.

## 3. Background

- 3.1. This is the fourth revenue budget monitoring report presented to the Housing and Technical Resources Committee for the financial year 2022/2023.
- 3.2. The report details the financial position for Housing and Technical Resources (excl HRA) on Appendix A, then details the individual services in Appendices B and C.

## 4. Employee Implications

4.1. There are no employee implications as a result of this report.

## 5. Financial Implications

- 5.1. Probable Outturn: As at 31 March 2023, there is an overspend of £0.342 million forecast against the annual budget. This is made up of overspends in the Estates and Homelessness services, offset by underspends in Supporting People and Other Housing budgets.
- 5.2. As at 27 January 2023, there is an overspend of £0.245 million against the phased budget.

## **6. Other Implications**

- 6.1. The main risk associated with the Council's Revenue Budget is that there is an overspend. The risk is managed through 4-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. Inflationary and budget pressures this year increase the risk of overspend, however, we have mitigated this through providing additional funds in future years' budget strategy and in this year, through some reserve funds available.

## **7. Climate Change, Sustainability and Environmental Implications**

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

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

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

**Paul Manning**

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

**Stephen Gibson**

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

15 February 2023

## **Link(s) to Council Values/Priorities/Outcomes**

- ◆ Accountable, effective, efficient and transparent

## **Previous References**

- ◆ Executive Committee, 1 March 2023

## **List of Background Papers**

- ◆ Financial ledger and budget monitoring results to 27 January 2023

## **Contact for Further Information**

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

Hazel Goodwin, Finance Manager

Ext: 2699 (Tel: 01698 452699)

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



## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 27 January 2023 (No.11)

## Housing and Technical Resources Summary (excl HRA)

<b>Budget Category</b>	<b>Annual Budget</b>	<b>Forecast for Year</b>	<b>Annual Forecast Variance</b>	<b>Budget Proportion 27/01/23</b>	<b>Actual 27/01/23</b>	<b>Variance 27/01/23</b>		<b>% Variance 27/01/23</b>	<b>Notes</b>
Employee Costs	46,004	45,558	446	37,017	36,638	379	under	1.0%	
Property Costs	21,317	22,146	(829)	18,525	19,141	(616)	over	(3.3%)	
Supplies & Services	14,529	11,484	3,045	11,961	9,319	2,642	under	22.1%	
Transport & Plant	4,743	4,286	457	3,833	3,680	153	under	4.0%	
Administration Costs	3,747	3,747	0	3,004	2,980	24	under	0.8%	
Payments to Other Bodies	8,937	9,003	(66)	6,898	6,904	(6)	over	(0.1%)	
Payments to Contractors	18,831	14,810	4,021	14,918	13,597	1,321	under	8.9%	
Transfer Payments	0	0	0	0	0	0	-	0.0%	
Financing Charges	154	161	(7)	144	173	(29)	over	(20.1%)	
<b>Total Controllable Exp.</b>	<b>118,262</b>	<b>111,195</b>	<b>7,067</b>	<b>96,300</b>	<b>92,432</b>	<b>3,868</b>	<b>under</b>	<b>4.0%</b>	
<b>Total Controllable Inc.</b>	<b>(99,117)</b>	<b>(91,708)</b>	<b>(7,409)</b>	<b>(76,249)</b>	<b>(72,136)</b>	<b>(4,113)</b>	<b>under recovered</b>	<b>(5.4%)</b>	
<b>Net Controllable Exp.</b>	<b>19,145</b>	<b>19,487</b>	<b>(342)</b>	<b>20,051</b>	<b>20,296</b>	<b>(245)</b>	<b>over</b>	<b>1.2%</b>	
<b>Transfer to Reserves as at (04/11/22)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>		
<b>Position After Transfers to Reserves (04/11/22)</b>	<b>19,145</b>	<b>19,487</b>	<b>(342)</b>	<b>20,051</b>	<b>20,296</b>	<b>(245)</b>	<b>over</b>	<b>1.2%</b>	

**Variance Explanations**

Variances are shown in Appendix B and C as appropriate.

**Budget Virements**

Virements are shown in Appendix B and C as appropriate.

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 27 January 2023 (No.11)

## Housing Services

<b>Budget Category</b>	<b>Annual Budget</b>	<b>Forecast for Year</b>	<b>Annual Forecast Variance</b>	<b>Budget Proportion 27/01/23</b>	<b>Actual 27/01/23</b>	<b>Variance 27/01/23</b>		<b>% Variance 27/01/23</b>	<b>Notes</b>
Employee Costs	2,789	2,879	(90)	2,270	2,349	(79)	over	(3.5%)	1, a, c, d
Property Costs	6,720	6,955	(235)	4,942	5,061	(119)	over	(2.4%)	2, a, b
Supplies & Services	291	277	14	228	218	10	under	4.4%	a
Transport & Plant	195	106	89	151	106	45	under	29.8%	a
Administration Costs	148	152	(4)	137	130	7	under	5.1%	a
Payments to Other Bodies	4,757	4,789	(32)	3,979	3,984	(5)	over	(0.1%)	a
Payments to Contractors	2,750	2,519	231	1,685	1,561	124	under	7.4%	3
Transfer Payments	0	0	0	0	0	0	-	0.0%	
Financing Charges	11	18	(7)	11	19	(8)	over	(72.7%)	
<b>Total Controllable Exp.</b>	<b>17,661</b>	<b>17,695</b>	<b>(34)</b>	<b>13,403</b>	<b>13,428</b>	<b>(25)</b>	<b>over</b>	<b>(0.2%)</b>	
<b>Total Controllable Inc.</b>	<b>(7,831)</b>	<b>(7,865)</b>	<b>34</b>	<b>(5,305)</b>	<b>(5,330)</b>	<b>25</b>	<b>over recovered</b>	<b>0.5%</b>	<b>a</b>
<b>Net Controllable Exp.</b>	<b>9,830</b>	<b>9,830</b>	<b>0</b>	<b>8,098</b>	<b>8,098</b>	<b>0</b>	<b>-</b>	<b>0.0%</b>	
<b>Transfer to Reserves as at (04/11/22)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>		
<b>Position After Transfers to Reserves (04/11/22)</b>	<b>9,830</b>	<b>9,830</b>	<b>0</b>	<b>8,098</b>	<b>8,098</b>	<b>0</b>	<b>-</b>	<b>0.0%</b>	

**Variance Explanations**

1. The overspend relates to staffing costs within the homeless service and is offset by underspends in payments to contractors.
2. The overspend relates to the cost of works on temporary accommodation to meet current demand.
3. The underspend relates to commissioned services in the homelessness budget where expenditure varies according to service requirements.

**Budget Virements**

- a. Ukraine refugee budget funding realignments Net Nil: Employee costs (£0.201m), Property costs £0.316m, Supplies & services £0.161m, Transport & plant £0.067m, Administration costs £0.002m, Payments to other bodies (£0.081m) and Income (£0.264m).
- b. Transfer of Homeless funding from available Reserves Net £0.639m: Property Costs £0.639m.
- c. Incorporation of additional pay award Net £0.111m: Employee costs £0.111m.
- d. Reduction in NIC requirement Net (£0.002m): Employee costs (£0.002m).

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 27 January 2023 (No.11)

## Property Services

<u>Budget Category</u>	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 27/01/23	Actual 27/01/23	Variance 27/01/23		% Variance 27/01/23	Notes
Employee Costs	43,215	42,679	536	34,747	34,289	458	under	1.3%	1, a, b
Property Costs	14,597	15,191	(594)	13,583	14,080	(497)	over	(3.7%)	2, a, b, c
Supplies & Services	14,238	11,207	3,031	11,733	9,101	2,632	under	22.4%	3, d
Transport & Plant	4,548	4,180	368	3,682	3,574	108	under	2.9%	4
Administration Costs	3,599	3,595	4	2,867	2,850	17	under	0.6%	
Payments to Other Bodies	4,180	4,214	(34)	2,919	2,920	(1)	over	(0.0%)	d, e
Payments to Contractors	16,081	12,291	3,790	13,233	12,036	1,197	under	9.0%	5, f
Transfer Payments	0	0	0	0	0	0	-	0.0%	
Financing Charges	143	143	0	133	154	(21)	over	(15.8%)	
<b>Total Controllable Exp.</b>	100,601	93,500	7,101	82,897	79,004	3,893	under	4.7%	
<b>Total Controllable Inc.</b>	(91,286)	(83,843)	(7,443)	(70,944)	(66,806)	(4,138)	under recovered	(5.8%)	6, a, b, d
<b>Net Controllable Exp.</b>	9,315	9,657	(342)	11,953	12,198	(245)	over	2.0%	
<b>Transfer to Reserves as at (04/11/22)</b>	0	0	0	0	0	0	-		
<b>Position After Transfers to Reserves (04/11/22)</b>	9,315	9,657	(342)	11,953	12,198	(245)	over	2.0%	

Variance Explanations

1. The variance relates to vacancies which are actively being recruited or are still under consideration whilst service requirements are determined.
2. The overspend relates primarily to service charges within the estates service.
3. The level of expenditure on materials varies depending on the current workload demands and timing of works on a wide variety of capital and revenue works.
4. The level of expenditure on scaffolding, plant and other transportation costs varies depending on the current workload demands and timing of works on a wide variety of capital and revenue works.
5. The use of private contractors varies depending on the current workload demands and timing of works on a wide variety of capital and revenue works.
6. The level of income recovered varies depending on the current workload and timing for the recovery of income on a wide variety of major capital and revenue works.

Budget Virements

- a. Incorporation of additional pay award Net £0.257m: Employee costs £1.699m, Property costs £0.229m and Income (£1.670m).
- b. Reduction in NIC requirement Net (£0.027m): Employee costs (£0.027m), Property costs (£0.025m) and Income £0.025m.
- c. Funding for increased Rates and Utility Charges Net £0.260m: Property costs £0.260m.
- d. Transfers from Reserves for Scheme of Assistance Net Nil: Supplies & services £0.201m, Payments to other bodies £0.281m and Transfers to/(from) reserves (£0.482m).
- e. Funding for Green Growth Accelerator Net £0.026m: Payments to other bodies £0.026m.
- f. Funding for Local housing and Energy Efficiency Strategies (LHEES) Net £0.075m: Payments to contractors £0.075m.



# Report

5

Report to:	<b>Housing and Technical Resources Committee</b>
Date of Meeting:	<b>15 March 2023</b>
Report by:	<b>Executive Director (Finance and Corporate Resources) Executive Director (Housing and Technical Resources)</b>

Subject:	<b>Revenue Budget Monitoring 2022/2023 - Housing and Technical Resources - Housing Revenue Account (HRA)</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide information on the actual expenditure measured against the revenue budget for the period 1 April 2022 to 27 January 2023 for Housing and Technical Resources (HRA)

## 2. Recommendation(s)

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

- (1) that the breakeven position on Housing and Technical Resources' (HRA) revenue budget, as detailed in Appendix A of the report and the forecast to 31 March 2023 of a breakeven position, be noted, and
- (2) that the proposed budget virements be approved.

## 3. Background

3.1. This is the fourth revenue budget monitoring report presented to the Housing and Technical Resources Committee for the financial year 2022/2023.

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

## 4. Employee Implications

4.1. There are no employee implications as a result of this report.

## 5. Financial Implications

5.1. Probable Outturn: Following the Council's formal Probable Outturn exercise, the forecast for the budget to 31 March 2023 is a breakeven position.

5.2. As at 27 January 2023, there is a breakeven position against the phased budget. The forecast for the budget to 31 March 2023 is also a breakeven position.

## 6. Other Implications

6.1. The main risk associated with the Council's Revenue Budget is that there is an overspend. The risk is managed through 4-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. Inflationary and budget pressures this year increase the risk of overspend, however, these pressures are assessed and managed within the budget planning exercise for current and future years.
- 7. Climate Change, Sustainability and Environmental Implications**
- 7.1. There are no climate change, sustainability and environmental implications in terms of the information contained within this report.
- 8. Equality Impact Assessment and Consultation Arrangements**
- 8.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.
- 8.2. There is also no requirement to undertake any consultation in terms of the information contained in this report.

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

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

15 February 2023

**Link(s) to Council Values/Priorities/Outcomes**

- ◆ Accountable, effective, efficient and transparent

**Previous References**

- ◆ Executive Committee, 1 March 2023

**List of Background Papers**

- ◆ Financial ledger and budget monitoring results to 27 January 2023

**Contact for Further Information**

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

Hazel Goodwin, Finance Manager

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

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 27 January 2023 (No.11)

## Housing Revenue Account

Budget Category	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 27/01/23	Actual 27/01/23	Variance 27/01/23		% Variance 27/01/23	Notes
Employee Costs	14,641	14,140	501	11,899	11,654	245	under	2.1%	1, a
Property Costs	46,906	53,424	(6,518)	37,477	40,192	(2,715)	over	(7.2%)	2
Supplies & Services	609	1,021	(412)	439	451	(12)	over	(2.7%)	
Transport & Plant	195	183	12	94	84	10	under	10.6%	
Administration Costs	5,644	5,593	51	364	318	46	under	12.6%	3
Payments to Other Bodies	3,030	3,054	(24)	1,702	1,719	(17)	over	(1.0%)	
Payments to Contractors	100	80	20	77	76	1	under	1.3%	
Transfer Payments	0	0	0	0	0	0	-	0.0%	
Financing Charges	26,050	26,050	0	26,116	26,116	0	-	0.0%	
<b>Total Controllable Exp.</b>	97,175	103,545	(6,370)	78,168	80,610	(2,442)	over	(3.1%)	
Total Controllable Inc.	(112,000)	(112,475)	475	(82,713)	(83,052)	339	over recovered	0.4%	4
Transfer to/(from) Balance Sheet	(3,500)	(5,840)	2,340	(2,961)	(5,064)	2,103	over recovered	71.0%	5, a
<b>Net Controllable Exp.</b>	(18,325)	(14,770)	(3,555)	(7,506)	(7,506)	0	-	0.0%	
Loan Charges	18,325	14,770	3,555	0	0	0	-		
<b>Net Controllable Exp.</b>	0	0	0	(7,506)	(7,506)	0	-	0.0%	

Variance Explanations

1. The variance is due to higher than anticipated staff turnover.
2. The net overspend reflects the current volume and cost of repairs and maintenance, including additional costs for the internal contractor.
3. A large element of this underspend is due to the demand led legal expenses.
4. Rental income from council housing is higher than forecast due to favourable timing of new build and purchased units being available to rent.
5. The net combined overspend year to date requires for a higher than budgeted level of transfer from reserves.

Virements

- a. Transfer from reserves to fund expected increase in employee costs due to pay award net Nil: - Employee costs £0.726m and Transfers to/(from) Balance Sheet (£0.726m).





# Report

6

Report to:	<b>Housing and Technical Resources Committee</b>
Date of Meeting:	<b>15 March 2023</b>
Report by:	<b>Executive Director (Finance and Corporate Resources) Executive Director (Housing and Technical Resources)</b>

Subject:	<b>Capital Budget Monitoring 2022/2023 - Housing and Technical Resources (Excl Housing Revenue Account (HRA))</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide information on the progress of the capital programme for Housing and Technical Resources (excl HRA) for the period 1 April 2022 to 27 January 2023

## 2. Recommendation(s)

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

- (1) that the Housing and Technical Resources (excl HRA) capital programme of £8.436 million and expenditure to date of £1.691 million, be noted; and
- (2) that the projected outturn of £5.1 million be noted.

## 3. Background

- 3.1. This is the fourth capital monitoring report presented to the Housing and Technical Resources Committee for the financial year 2022/2023. A final report will follow after financial year-end.
- 3.2. As noted in the last report to this Committee (14 December 2022), the budget for Housing and Technical Resources for financial year 2022/2023 was £8.486 million.
- 3.3. Since that meeting, the Executive Committee has agreed changes to the Housing and Technical Resources Capital Programme totalling a net decrease of £0.050 million. The details are shown in Appendix A. This takes the Housing and Technical Resources programme for 2022/2023 to £8.436 million.
- 3.4. The report details the financial position for Housing and Technical Resources in Appendix A.

## 4. Employee Implications

4.1. There are no employee implications as a result of this report.

## 5. Financial Implications

5.1. As detailed in Section 3.3, the revised capital programme for Housing and Technical Resources for 2022/2023 is £8.436 million.

- 5.2. 2022/2023 Outturn: Work has been ongoing to monitor the predicted spend position for this financial year and current estimates from the Resource suggest an outturn of £5.1 million, an underspend of £3.336 million. This mainly reflects the anticipated timing of spend on a number of multi-year projects, resulting in budget required in 2023/2024 rather than 2022/2023. These projects include Prioritised Urgent Investment Programme, Lifecycle Replacement - Schools and the Central Energy Efficiency Fund Programme. Funding for these projects will carry forward into next financial year.
- 5.3. Period 11 Position: Anticipated spend to date was £1.709 million and spend to 27 January 2023 amounts to £1.691 million, an underspend of £0.018 million. This mainly reflects the timing of spend on the multi-year and multi-project Principal Offices Programme.
- 6. Climate Change, Sustainability and Environmental Implications**
- 6.1. There are no implications for climate change, sustainability or the environment in terms of the information contained in this report.
- 7. Other Implications**
- 7.1. The main risk associated with the Council's Capital Programme is that there is an overspend. The Council continues to experience material shortages, longer lead times and extraordinary inflationary price increases and it is anticipated that this will continue to impact the supply chain for the foreseeable future. The impact of this will continue to be monitored through the 4-weekly Investment Management meetings. Further updates will be reported in the coming months with any significant increases in contract values being brought to members' attention.
- 8. Equality Impact Assessment and Consultation Arrangements**
- 8.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.
- 8.2. There was also no requirement to undertake any consultation in terms of the information contained in this report.

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

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

22 February 2023

**Link(s) to Council Values/Priorities/Outcomes**

- ◆ Accountable, effective, efficient and transparent

**Previous References**

- ◆ Housing and Technical Resources Committee, 14 December 2022
- ◆ Executive Committee, 1 February 2023

**List of Background Papers**

- ◆ Financial ledger to 27 January 2023

**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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E-mail: [lorraine.o'hagan@southlanarkshire.gov.uk](mailto:lorraine.o'hagan@southlanarkshire.gov.uk)

**South Lanarkshire Council  
Capital Expenditure 2022-2023  
Housing and Technical Resources Programme (excl HRA)  
For Period 1 April 2022 – 27 January 2023**

<b><u>Housing and Technical Resources (excl HRA)</u></b>	Base Budget £000	Budget Adjustments £000	Slippage £000	Total Budget £000	Budget to Date £000	Actual Expenditure £000
Asset Management Programmes	7,758	138	0	7,896	1,629	1,611
Other Housing	367	173	0	540	80	80
<b>TOTAL</b>	<b>8,125</b>	<b>311</b>	<b>0</b>	<b>8,436</b>	<b>1,709</b>	<b>1,691</b>

For Information Only

*Budget Adjustments approved by Executive Committee, 1 February 2023:*

**Budget Adjustments**

Prioritised Urgent Investment - Priory Changing Pavilion - Blantyre (£0.050m)

**Total Budget Adjustments (£0.050m)**

# Report

7

Report to:	<b>Housing and Technical Resources Committee</b>
Date of Meeting:	<b>15 March 2023</b>
Report by:	<b>Executive Director (Finance and Corporate Resources) Executive Director (Housing and Technical Resources)</b>

Subject:	<b>Capital Budget Monitoring 2022/2023 - Housing and Technical Resources - Housing Revenue Account (HRA)</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide information on the progress of the capital programme for Housing and Technical Resources (HRA) for the period 1 April 2022 to 27 January 2023

## 2. Recommendation(s)

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

- (1) that the revised Housing and Technical Resources (HRA) capital programme of £66.361 million and expenditure of £43.015 million, be noted.

## 3. Background

- 3.1. This is the fourth capital monitoring report presented to the Housing and Technical Resources Committee for the financial year 2022/2023.
- 3.2. The budget is based on the revised capital programme for the year, which was approved by the Executive Committee on 24 August 2022.
- 3.3. The report details the financial position for Housing and Technical Resources (HRA) on Appendix A.

## 4. Employee Implications

4.1. There are no employee implications contained within this report.

## 5. Financial Implications

- 5.1. The Housing Capital Programme for 2022/2023 totals £66.361 million and is detailed, along with the funding sources, at Appendix A to this report. Actual expenditure to 27 January is £43.015 million.
- 5.2. It is estimated that there will be an underspend of £4.1 million within the Housing Capital Programme by the financial year end. This is due to a number of factors, mainly, property services operatives being diverted to tackle the impact of bad weather in December which resulted in flooding damage to a number of Council properties. In addition, environmental surveys on external fabric projects have required work to be paused due to the suspected presence of bats which, in turn, has delayed owner consultations. There has also been reduced owner uptake for external works. The service has also experienced higher than normal volumes of no access for legislative works.

- 5.3. Work will continue in the coming weeks to monitor achievable spend. Funding for projects remaining underspent at the financial year end will be carried forward to allow the projects to be completed.

## **6. Climate Change, Sustainability and Environmental Implications**

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

## **7. Other Implications**

- 7.1. The main risk associated with the Council's Capital Programme is an overspend. The risk is mitigated through the detailed project management plans prepared and monitored for each project. The risk of overspend is managed through 4-weekly Investment Management meetings.
- 7.2. The Council continues to experience material shortages, longer lead times and extraordinary inflationary price increases and it is anticipated that this will continue to impact on the supply chain for the foreseeable future. The impact will continue to be monitored through the 4-weekly Investment Management meetings. Further updates will be reported in the coming months with any significant increases in contract values being brought to members' attention.

## **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)**

**Stephen Gibson**

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

15 February 2023

## **Link(s) to Council Values/Priorities/Outcomes**

- ◆ Accountable, effective, efficient and transparent

## **Previous References**

- ◆ Executive Committee, 24 August 2022

## **List of Background Papers**

- ◆ Financial ledger to 27 January 2023.

## **Contact for Further Information**

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

Hazel Goodwin, Finance Manager (Resources)

Ext: 2699 (Tel: 01698 452699)

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

	£m	£m
<b>Anticipated Capital Expenditure 2022/23</b>		<b>66.361</b>
<b>Estimated Financing Position 2022/23</b>		
Capital Receipts	7.311	
Capital Financed From Current Revenue	26.050	
Prudential Borrowing	26.462	
Specific Grant – Scottish Government New Council Houses	4.048	
Specific Grant – Scottish Government Buy Backs	2.370	
Specific Grant – Scottish Government Mortgage to Rent	0.120	
Other Income	0.000	
		<b><u>66.361</u></b>
<b>Actual Expenditure to 27 January 2023</b>		<b>43.015</b>
<b>Actual Financing Position to 27 January 2023</b>		
Capital Receipts	6.332	
Capital Financed From Current Revenue	26.050	
Prudential Borrowing	5.930	
Specific Grant – Scottish Government New Council Houses	4.648	
Specific Grant – Scottish Government Buy Backs	0.000	
Specific Grant – Scottish Government Mortgage to Rent	0.055	
Other Income	0.000	
		<b><u>43.015</u></b>





# Report

8

Report to:	<b>Housing and Technical Resources Committee</b>
Date of Meeting:	<b>15 March 2023</b>
Report by:	<b>Executive Director (Finance and Corporate Resources) Executive Director (Housing and Technical Resources)</b>

Subject:	<b>Housing and Technical Resources – Workforce Monitoring – October to December 2022</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for October to December 2022 relating to Housing and Technical Resources

## 2. Recommendation(s)

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

(1) that the following employment information for October to December 2022 relating to Housing and Technical Resources, be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ staffing watch as at 10 December 2022

## 3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to Committee. This report, for Housing and Technical Resources, provides information on the position for October to December 2022.

## 4. Monitoring Statistics

### 4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of December 2022 for Housing and Technical Resources.

The Resource absence figure for December 2022 was 5.6%, this figure has decreased by 0.3% when compared to last month and is 1.4% lower than the Council-wide figure. Compared to December 2021, the Resource absence figure has decreased by 1.1%.

Based on the absence figures at December 2022 and annual trends, the projected annual average absence for the Resource for 2022/2023 is 6.5% compared to a Council-wide average figure of 6.0%.

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

The attendance information contained in this report includes absences as a result of Covid-19 and employees are being supported through this difficult time to maintain attendance levels where they can. At the time of this report, the Council overall absence level was 5.81% with 0.30% of this relating to Covid-19 for sickness and special leave.

**4.2. Occupational Health (Appendix 2)**

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 165 referrals were made this period. This represents an increase of 6 when compared with the same period last year.

**4.3. Accident/Incident Statistics (Appendix 2)**

There were 10 accidents/incidents recorded within the Resource this period, an increase of 1 when compared to the same period last year.

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

During the period, 3 disciplinary hearings were held within the Resource, this figure remains unchanged when compared to the same period last year. During this period no appeals were heard by the Appeals Panel. No grievances were raised within the Resource, this figure remains unchanged when compared to the same period last year. No Dignity at Work complaints were raised within the Resource, this figure remains unchanged when compared to the same period last year.

**4.5. Analysis of Leavers (Appendix 2)**

There was a total of 9 leavers in the Resource this period eligible for an exit interview. This figure has decreased by 5 when compared with the same period last year. Four exit interviews were conducted in this period, a decrease of 3 when compared with the same period last year.

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

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

**4.7. Appendix 2a provides a breakdown of vacant posts and whether these are being replaced or held for savings. In the period October to December 2022, 24 (19.76 FTE) employees in total left employment, managers indicated that all employees will be replaced.**

**5. Staffing Watch**

**5.1. There has been an increase of 4 in the number of employees in post from 10 September 2022 to 10 December 2022.**

## **6. Employee Implications**

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

## **7. Financial Implications**

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

## **8. Climate Change, Sustainability and Environmental Implications**

- 8.1. There are no climate changes, sustainability and environmental implications in terms of the information contained within this report.

## **9. Other Implications**

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

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

- 10.1. 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.
- 10.2. There was no requirement to undertake any consultation in terms of the information contained in this report.

**Paul Manning**

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

**Stephen Gibson**

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

2 February 2023

### **Link(s) to Council Values/Priorities/Outcomes**

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

### **Previous References**

- ◆ Housing and Technical Resources Committee – 14 December 2022

### **List of Background Papers**

- ◆ Monitoring information provided by Finance and Corporate Resources

### **Contact for Further Information**

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

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## Absence Trends - 2020/2021, 2021/2022 &amp; 2022/2023

## Housing &amp; Technical Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023		2020 / 2021	2021 / 2022	2022 / 2023				
	%	%	%		%	%	%		%	%	%		%	%	%				
April	4.1	3.2	5.5	April	3.5	3.6	10.6	April	3.8	3.3	7.6	April	4.4	4.3	5.6				
May	2.8	2.9	4.5	May	2.0	4.2	8.1	May	2.5	3.4	6.0	May	3.1	4.9	5.4				
June	3.2	3.5	4.9	June	2.0	6.2	8.5	June	2.7	4.6	6.4	June	2.7	4.7	5.3				
July	2.7	4.0	5.5	July	2.7	5.7	8.9	July	2.7	4.7	6.9	July	2.3	4.0	4.6				
August	2.5	4.9	4.7	August	3.4	7.9	7.1	August	2.8	6.2	5.7	August	3.1	4.7	4.4				
September	2.1	5.8	4.5	September	3.3	8.1	6.3	September	2.6	6.8	5.2	September	4.2	6.4	5.4				
October	2.9	5.2	4.3	October	3.9	9.0	7.8	October	3.3	6.8	5.8	October	4.8	6.3	5.8				
November	3.7	5.7	4.6	November	5.6	9.2	7.8	November	4.5	7.2	5.9	November	5.8	6.9	6.5				
December	3.3	4.6	4.4	December	4.8	9.5	7.2	December	3.9	6.7	5.6	December	5.6	6.9	7.0				
January	3.5	5.2		January	4.4	8.8		January	3.9	6.7		January	4.8	7.0					
February	3.2	6.4		February	4.7	8.5		February	3.8	7.3		February	4.8	6.6					
March	3.1	7.8		March	4.5	10.7		March	3.6	9.0		March	4.9	7.9					
Annual Average	3.1	4.9	5.2	Annual Average	3.7	7.6	8.4	Annual Average	3.3	6.1	6.5	Annual Average	4.2	5.9	6.0				
Average Apr-Dec	3.0	4.4	4.8	Average Apr-Dec	3.5	7.0	8.0	Average Apr-Dec	3.2	5.5	6.1	Average Apr-Dec	4.0	5.5	5.6				
No of Employees at 31 Dec 2022				868	No of Employees at 31 Dec 2022				572	No of Employees at 31 Dec 2022				1440	No of Employees at 31 Dec 2022				16104

APPENDIX 2		
HOUSING AND TECHNICAL RESOURCES		
	Oct-Dec 2021	Oct-Dec 2022
<b>MEDICAL EXAMINATIONS</b>		
Number of Employees Attending	63	60
<b>EMPLOYEE COUNSELLING SERVICE</b>		
Total Number of Referrals	12	24
<b>PHYSIOTHERAPY SERVICE</b>		
Total Number of Referrals	44	49
<b>REFERRALS TO EMPLOYEE SUPPORT OFFICER</b>	40	32
<b>REFERRALS TO COGNITIVE BEHAVIOUR THERAPY</b>	0	0
<b>TOTAL</b>	<b>159</b>	<b>165</b>
	Oct-Dec 2021	Oct-Dec 2022
<b>CAUSE OF ACCIDENTS/INCIDENTS</b>		
Over 7 day absences	0	4
Minor	5	3
Near Miss	2	0
Violent Incident: Physical****	1	0
Violent Incident: Verbal*****	1	3
<b>Total Accidents/Incidents</b>	<b>9</b>	<b>10</b>
<p>*A Specified Injury is any fracture (other than to the fingers, thumbs or toes), amputation, loss of sight, serious burns, crushing injury, scalping, loss of consciousness caused by asphyxiation/ head injury, a chemical or hot metal burn to the eye or penetrating injury as defined by the HSE.</p> <p>**Over 3 day / over 7day absence is an injury sustained outwith specified injury category that results in a period of absence of absence as defined by the HSE.</p> <p>***Near Miss - Any unexpected, unplanned occurrence (except Dangerous Occurrences) that does not lead to injury of persons, damage to property, plant or equipment but may have done so in different circumstance.</p> <p>****Physical violent incidents are included in the "Specified" figures, where applicable, to provide the "Total Specified" figures.</p> <p>*****Physical violent incidents and ***** Verbal Violent Incidents are included in the "Over 3-day or Over 7-day" figures, where applicable, to provide the "Total Over 3-day or Over 7-day" figures.</p> <p>*****Physical Violent Incidents and ***** Verbal Violent Incidents are included in the "Minor" figures, where applicable, to provide the "Total Minor" figures.</p>		
	Oct-Dec 2021	Oct-Dec 2022
<b>RECORD OF DISCIPLINARY HEARINGS</b>		
Total Number of Hearings	3	3
<b>Time Taken to Convene Hearing Oct - Dec 2022</b>		
	<b>4-6 Weeks</b>	<b>Over 6 Weeks</b>
<b>0-3 Weeks</b>		
3	0	0
<b>RECORD OF GRIEVANCE HEARINGS</b>		
Number of Grievances	0	0
<b>RECORD OF DIGNITY AT WORK</b>		
Number of Incidents	0	0
	Oct-Dec 2021	Oct-Dec 2022
<b>ANALYSIS OF REASONS FOR LEAVING</b>		
Career Advancement	5	3
Other	2	1
<b>Number of Exit Interviews conducted</b>	<b>7</b>	<b>4</b>
<b>Total Number of Leavers Eligible for Exit Interview</b>	<b>14</b>	<b>9</b>
<b>Percentage of interviews conducted</b>	<b>50%</b>	<b>44%</b>

Appendix 2a				
	Oct - Dec 2022		Cumulative total (Apr 22 - Mar 23)	
	FTE*	H/C**	FTE	H/C
Number of Leavers	19.76	24	75.59	93
Replace Employee	19.76	24	74.59	92
Filling on a Temp Basis	0.00	0	0.00	0
Plan to transfer budget to another post	0.00	0	0.00	0
End of fixed term post	0.00	0	0.00	0
Leave vacant pending savings or service review	0.00	0	1.00	1
Plan to remove for savings	0.00	0	0.00	0
* Full time equivalent				
** Head count/number of employees				

JOINT STAFFING WATCH RETURN									
HOUSING & TECHNICAL RESOURCES									
As at 10 December 2022									
<b>Total Number of Employees</b>									
<b>MALE</b>		<b>FEMALE</b>		<b>TOTAL</b>					
<b>F/T</b>	<b>P/T</b>	<b>F/T</b>	<b>P/T</b>						
819	26	326	124	1295					
*Full - Time Equivalent No of Employees									
Salary Bands									
<b>Director</b>	<b>Grade 1</b>	<b>Grade 2</b>	<b>Grade 3</b>	<b>Grade 4</b>	<b>Grade 5</b>	<b>Grade 6</b>	<b>Fixed SCP</b>	<b>Teacher</b>	<b>TOTAL</b>
1.00	206.94	633.91	352.72	29.60	11.00	2.00	0.00	0.00	1237.17
As at 10 September 2022									
<b>Total Number of Employees</b>									
<b>MALE</b>		<b>FEMALE</b>		<b>TOTAL</b>					
<b>F/T</b>	<b>P/T</b>	<b>F/T</b>	<b>P/T</b>						
823	26	320	122	1291					
*Full - Time Equivalent No of Employees									
Salary Bands									
<b>Director</b>	<b>Grade 1</b>	<b>Grade 2</b>	<b>Grade 3</b>	<b>Grade 4</b>	<b>Grade 5</b>	<b>Grade 6</b>	<b>Fixed SCP</b>	<b>Teacher</b>	<b>TOTAL</b>
1.00	216.87	615.18	358.87	28.60	11.00	2.00	0.00	0.00	1233.52





# Report

9

Report to:	<b>Housing and Technical Resources Committee</b>
Date of Meeting:	<b>15 March 2023</b>
Report by:	<b>Executive Director (Housing and Technical Resources)</b>

Subject:	<b>Housing Allocation Policy – Local Letting Plans 2023/2024</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise on progress against the 2022/2023 letting targets
- ◆ request approval for the 2023/2024 letting targets
- ◆ request approval for the 2023/2024 local letting initiatives

## 2. Recommendation(s)

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

- (1) that progress against the 2022/2023 letting targets, be noted;
- (2) that the 2023/2024 mainstream housing letting targets, attached as Appendix 1, be approved;
- (3) that the 2023/2024 sheltered housing letting targets, attached as Appendix 2, be approved; and
- (4) that the Local Letting Initiatives attached as Appendix 3, be approved.

## 3. Background

3.1. Local Letting Plans (LLPs) have been a key feature of the Housing Allocation Policy since 2009. During the review of the Housing Allocation Policy in 2018/2019, it was recognised that LLPs continue to provide an effective means for ensuring that a strategic and flexible approach is taken in the allocation of council housing in South Lanarkshire. Consequently, LLPs were retained within the revised Housing Allocation Policy, which came into effect in May 2019.

3.2. On an annual basis, LLPs are prepared for each of the housing management areas of South Lanarkshire. LLPs provide an overview of local supply and demand and set out:-

- ◆ annual letting targets for each of the 4 housing lists (in relation to mainstream and sheltered properties)
- ◆ details of Local Letting Initiatives (LLIs) in operation within a local area

3.3. The targets and initiatives detailed within LLPs are subject to Housing and Technical Resources Committee approval. This is the third annual report on LLPs since the revised Housing Allocation Policy was introduced.

#### **4. Rapid Rehousing Transition Plan**

- 4.1. The South Lanarkshire Rapid Rehousing Transition Plan 2019 to 2024 (RRTP) sets out a number of objectives to address homelessness and limit the amount of time people experiencing homelessness spend in temporary accommodation. Along with a range of other actions, identifying letting targets for each of the 4 housing lists contributes towards achieving the priority objectives set out within the RRTP.

#### **5. Achievement of the 2022/2023 Letting Targets**

- 5.1. The information provided in relation to the achievement of letting targets has been projected to the end of the financial year, based on data collated between 4 April 2022 and 8 January 2023. Where appropriate, manual adjustments have been made to projections to take account of local circumstances. This approach allows letting targets and letting initiatives to be fully implemented from the start of the financial year.
- 5.2. Across each housing management area, letting targets are set within bands for each housing list to allow for a degree of flexibility when allocating properties. Full details of the projected outcomes in relation to the targets set for both mainstream and sheltered properties in 2022/2023, are set out in Appendices 1 and 2.
- 5.3. In relation to mainstream council properties, it is projected that across South Lanarkshire, the target set for the Urgent Housing Need will be achieved. Lets directed to the Transfer and Waiting lists are projected to be on target although at the low end of the banded target. This is due to the high proportion of lets being directed to high need applicants on the Urgent Housing Need list and Other Category list. Lets directed to the Other Category list are projected to be slightly above target and can be attributed to the contribution that South Lanarkshire Council has made to providing housing to displaced Ukrainian households.
- 5.4. In relation to the targets set for sheltered properties across South Lanarkshire, it is projected that lets to the Urgent Housing Need, Transfer and Other Category lists will be within target. Lets to the Waiting list are projected to slightly exceed the target set. This can be attributed to variations at a local area level relating to low levels of turnover in certain areas and differences in supply and demand for sheltered housing.

#### **6. Letting Targets for Mainstream Properties during 2023/2024**

- 6.1. The letting targets proposed for mainstream properties across South Lanarkshire and for each of the 4 housing management divisions are set out in Appendix 1.
- 6.2. The factors which have been taken into account when setting the mainstream letting targets for 2023/2024 are detailed below:-
- ◆ demand for social rented housing remains high – 14,493 applicants were on the HomeFinder housing register as at 8 January 2023
  - ◆ a continuing high demand from homeless households – as at 8 January 2023, 1,839 homelessness applications had been received. Assuming that this trend continues, it is projected that 2,390 homelessness applications will have been received by the end of the financial year. This represents an indicative 12% increase on the 2021/2022 year end position and reflects a general increase in homelessness presentations being experienced nationally

- ◆ the Council's statutory duty to homeless households – the number of applicants assessed as homeless and to whom the Council has a duty to provide settled accommodation remains high. As at 8 January 2023, there were 1,132 homeless applicants on the HomeFinder housing register, an increase on the 2021/2022 year end position
- ◆ the number of properties becoming available for let – it is projected that by the end of the financial year, 1,825 mainstream properties will have been let. Whilst this represents a decrease of 9% on the previous year, this figure is comparable with the average turnover levels experienced prior to the onset of Covid-19
- ◆ additional supply of housing – the number of council new build properties and acquisitions planned for completion during 2023/2024
- ◆ joint working with partners – the contribution that HomeFinder partners and other Registered Social Landlords (RSLs) make to meeting housing need, including the needs of homeless applicants and other priority groups, through agreed targets

## **7. Sheltered Housing Letting Targets for 2023/2024**

- 7.1. Between 4 April 2022 and 8 January 2023, 121 sheltered properties became available for let. It is projected that by the end of the financial year, 158 sheltered properties will have been let, broadly comparable to the number let in 2021/2022.
- 7.2. There continues to be a high level of demand for sheltered housing with 1,222 applicants on the HomeFinder housing register as at 8 January 2023.
- 7.3. It is recognised that demand for sheltered housing varies across areas and individual sheltered housing developments and this has been taken into account in the letting targets proposed for 2023/2024.
- 7.4. The letting targets proposed for sheltered properties across South Lanarkshire and for each of the 4 housing management areas are set out in Appendix 2.

## **8. Letting Initiatives**

- 8.1. The Housing Allocation Policy allows for the establishment of LLIs in areas where there are particular needs, issues or circumstances which require to be addressed.
- 8.2. During 2022/2023, there were 5 LLIs in operation across South Lanarkshire and 1 South Lanarkshire wide initiative. To inform the development of the LLPs for 2023/2024, each of the letting initiatives have been subject to review to assess their impact and identify whether there is a need for the initiative to continue.
- 8.3. It is proposed that the existing 5 LLIs, set out in Appendix 3, be retained during 2023/2024 and a new LLI be introduced in the Whitlawburn area of Cambuslang.
- 8.4. The area of Whitlawburn was previously among the most deprived data zones recorded within the Scottish Index of Multiple Deprivation. During recent years, a major regeneration of Whitlawburn has taken place with unpopular housing blocks demolished and replaced by modern, energy efficient homes. The proposed LLI aims to promote sustainability and community cohesion within the Whitlawburn area by giving reasonable priority for housing to Transfer list and Waiting list applicants who have a local connection to Whitlawburn. Details of the initiative are included in Appendix 3.

- 8.5. The South Lanarkshire wide letting initiative was introduced in April 2013 to mitigate the impact of the under occupancy provisions of the Welfare Reform Act 2012.
- 8.6. The evaluation of the initiative has confirmed that its impact has been very limited with only 4 tenants rehoused through the initiative since 2018/2019 and no tenants housed during the last year. This can be attributed to the availability of Discretionary Housing Payment, which mitigated the impact of the under-occupancy provisions of the Act, enabling tenants to continue living in their home without additional financial liability. In addition, analysis of the housing register has identified that there are now very few applicants on the housing register who meet the required criteria for priority to be awarded under the initiative. Consequently, it is proposed that the South Lanarkshire wide initiative be discontinued from 3 April 2023.
- 8.7. It is, however, recognised that there are benefits to providing a means for supporting and facilitating tenants living in larger homes to move to a smaller property, including:-
- ◆ to alleviate financial pressures on tenants who may be struggling to pay rent or heat a property that is larger than they require
  - ◆ a smaller property is more easily maintained and managed and may help a tenant to remain independent in their own home for longer
  - ◆ freeing up larger sized properties in particular areas would help to meet the housing needs of other applicants on the housing register
- 8.8. Within the current Housing Allocation Policy, under occupancy is a recognised housing need category and points are awarded to tenants living in properties which are larger than their household requires. It is proposed that during 2023/2024, a proactive approach be taken to support current tenants under occupying larger sized council properties, to downsize to a smaller property, where they wish to do so. A review of tenants in this situation will be progressed and a housing options based discussion will take place to identify tenants' needs and where appropriate, ensure they are placed on the housing register and that preferences are reasonable.

## **9. Next Steps**

- 9.1. Implement 2023/2024 letting targets effective from Monday 3 April 2023.
- 9.2. Publish the 2023/2024 Local Letting Plans on the South Lanarkshire Council website.
- 9.3. Continue to monitor the impact of the Local Letting Initiatives throughout the year.

## **10. Employee Implications**

- 10.1. There are no employee implications contained within this report.

## **11. Financial Implications**

- 11.1. There are no financial implications contained within this report.

## **12. Climate Change, Sustainability and Environmental Implications**

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

## **13. Other Implications**

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

13.2. The risks associated with welfare reform have been included within the Resource's risk register and actions taken to mitigate these risks where possible.

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

14.1. An equality impact assessment has been carried out on each LLI proposed for 2023/2024. The assessment is that the proposals do not have any adverse impact on any of the protected characteristics groups.

14.2. Consultation on the proposed letting targets and the LLIs has taken place with tenants and other customers at a meeting of the Tenant Participation Co-ordination Group.

**Stephen Gibson**

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

23 February 2023

**Link(s) to Council Values/Priorities/Outcomes**

- ◆ Improve the availability, quality and access of housing
- ◆ Support our communities by tackling disadvantage and deprivation and supporting aspiration
- ◆ Focused on people and their needs
- ◆ Make communities safer, stronger and sustainable
- ◆ Accountable, effective, efficient and transparent

**Previous Reference**

- ◆ Housing and Technical Resources Committee report – Local Letting Plans, 8 December 2021

**List of Background Papers**

- ◆ Local Letting Plans 2022/2023

**Contact for Further Information**

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

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## SLC Proposed Letting Targets for Mainstream Properties 2023/2024

### South Lanarkshire

Housing Need List	2022/2023	2022/2023 Projected Lets		2023/2024
	Target	Number	%	Target
Urgent Housing Need	55-65%	1151	63%	55-65%
Transfer	15-25%	284	15.5%	15-25%
Waiting	15-20%	284	15.5%	15-20%
Other Categories	0-5%	1106	6%	0-5%
		1825	100%	

### Cambuslang/Rutherglen Division

Housing Need List	2022/2023	2022/2023 Projected Lets		2023/2024
	Target	Number	%	Target
Urgent Housing Need	55-65%	230	69%	55-65%
Transfer	20-25%	41	12%	15-25%
Waiting	10-20%	30	9%	15-20%
Other Categories	0-5%	33	10%	0-5%
		334	100%	

### Clydesdale Division

Housing Need List	2022/2023	2022/2023 Projected Lets		2023/2024
	Target	Number	%	Target
Urgent Housing Need	45-55%	194	51%	45-55%
Transfer	20-25%	69	18%	20-25%
Waiting	20-30%	107	28%	20-30%
Other Categories	0-5%	9	3%	0-5%
		379	100%	

### East Kilbride Division

Housing Need List	2022/2023	2022/2023 Projected Lets		2023/2024
	Target	Number	%	Target
Urgent Housing Need	60-65%	297	68%	60-65%
Transfer	20-30%	70	17%	20-30%
Waiting	5-15%	47	11%	5-15%
Other Categories	0-5%	20	4%	0-5%
		434	100%	

### Hamilton Division

Housing Need List	2022/2023	2022/2023 Projected Lets		2023/2024
	Target	Number	%	Target
Urgent Housing Need	60-65%	430	64%	60-65%
Transfer	15-25%	104	15%	15-25%
Waiting	10-20%	100	15%	10-20%
Other Categories	0-5%	44	6%	0-5%
		678	100	

**SLC Proposed Letting Targets for Sheltered Properties 2023/2024****South Lanarkshire**

Housing Need List	2022/2023	2022/2023 Projected Lets		2023/2024
	Target	Number	%	Target
Urgent Housing Need	15-30%	28	18%	15-30%
Transfer	40-50%	69	44%	40-50%
Waiting	25-35%	58	36%	25-35%
Other Categories	0-5%	3	2%	0-5%
		158	100%	

**Cambuslang Division**

Housing Need List	2022/2023	2022/2023 Projected Lets		2023/2024
	Target	Number	%	Target
Urgent Housing Need	15-20%	4	11%	15-20%
Transfer	35-45%	16	44.5%	35-45%
Waiting	35-45%	16	44.5%	35-45%
Other Categories	0-5%	0	0%	0-5%
		36	100%	

**Clydesdale Division**

Housing Need List	2022/2023	2022/2023 Projected Lets		2023/2024
	Target	Number	%	Target
Urgent Housing Need	15-20%	5	22%	15-20%
Transfer	35-45%	9	39%	35-45%
Waiting	35-45%	9	39%	35-45%
Other Categories	0-5%	0	0%	0-5%
		23	100%	

**East Kilbride Division**

Housing Need List	2022/2023	2022/2023 Projected Lets		2023/2024
	Target	Number	%	Target
Urgent Housing Need	20-30%	7	11%	20-30%
Transfer	30-45%	31	51%	30-45%
Waiting	30-40%	21	35%	30-40%
Other Categories	0-5%	2	3%	0-5%
		61	100%	

**Hamilton Division**

Housing Need List	2022/2023	2022/2023 Projected Lets		2023/2024
	Target	Number	%	Target
Urgent Housing Need	10-20%	11	28%	25-35%
Transfer	55-60%	13	34%	45-50%
Waiting	20-30%	13	34%	15-25%
Other Categories	0-5%	1	3%	0-5%
		38	100%	

**Proposed Local Letting Initiatives for 2023/2024**

Management Area	Details of LLI	Area covered by LLI	Property types/sizes	Duration of LLI
Clydesdale	Priority for housing will be given to applicants who have a social or economic connection with the area. To encourage tenancy sustainment, discussions will take place with prospective tenants to ensure that they fully understand the context to living in a rural location.	Forth East Douglas Douglas Water Glespin Rigside	All property types/sizes	1 year
Hamilton	Reasonable priority for housing to be given to applicants with an assessed mobility need.	Almada Tower Wyler Tower	1 and 2 bedroom multi storey flats	1 year
Cambuslang	Reasonable priority for housing to be given to applicants with an assessed mobility need.	Rosebank Tower Sherry Heights Standford Hall Logan Tower Springhall Court	2 bedroom multi storey flats	1 year
Cambuslang	Priority for housing to be given to Transfer list and Waiting list applicants who have a local connection.	Cathkin Braes Tenant Management Co-operative area	All property sizes and types	1 year
Cambuslang	Priority for housing to be given to Transfer list and Waiting list applicants who have a local connection.	Whitlawburn	All property types and sizes	1 year
Rutherglen	Restrict lets to the Urgent Housing Need list up to 45%.	Greenhill Court	All 1 and 2 bedroom properties	1 year



# Report

10

Report to:	<b>Housing and Technical Resources Committee</b>
Date of Meeting:	<b>15 March 2023</b>
Report by:	<b>Executive Director (Housing and Technical Resources)</b>

Subject:	<b>Housing and Technical Resource Plan - Quarter 2 Progress Report 2022/2023</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide the Housing and Technical Resource Plan Quarter 2 Progress Report 2022/2023, for the period 1 April to 14 October 2022

## 2. Recommendations

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

- (1) that the Housing and Technical Resource Plan Quarter 2 Progress Report 2022/2023, as summarised in paragraph 5.2 and attached as Appendix 2 of this report, be noted;
- (2) that the key achievements made by the Resource to date, as detailed in paragraph 5.3 of this report, be noted; and
- (3) that the areas for improvement and associated management actions, as detailed in paragraph 5.4 of this report, be noted.

## 3. Background

- 3.1. The Housing and Technical Resource Plan 2022/2023 was approved by the Executive Committee on 5 October 2022 and set out the outcomes, measures and actions to be managed and delivered by the Resource for the financial year 2022/2023.
- 3.2. The Resource Plan follows the agreed corporate structure and style. The Plan is a key element of the Council's performance management arrangements and provides details of the context within which the Resource operates and establishes actions and measures for the year ahead based on the priorities set out in the Council Plan Connect 2022-2027.
- 3.3. As the Housing and Technical Resources Committee is aware, from March 2020 onwards, at times, the Council was forced to suspend or reduce a number of services that could not be continued in full due to the Covid-19 pandemic. The Council was also obliged to redirect resources so that it could deliver vital new services and supports for individuals, communities and businesses. Despite the return of services through the Council's Recovery Plan, there is a Covid-19 legacy in terms of a residual impact on some services and a significant build-up of demand, as a result of which there remains an inevitable impact on performance in some areas.

## 4. Resource Objectives 2022/2023

- 4.1. The Resource established a number of outcomes to support the delivery of the Connect Priorities in 2022/2023. These are detailed at Appendix 1.

## 5. Quarter 2 Progress Report 2022/2023

- 5.1. Progress against all Resource Plan measures is contained in the Quarter 2 Progress Report 2022/2023, attached as Appendix 2. This report has been produced from the Council's performance management reporting system IMPROVe and uses a traffic light format, with the following definitions, to give a status report on each measure:-

Status	Definition
Blue	Project complete
Green	The timescale or target has been met as per expectations
Amber	There has been minor slippage against timescale or minor shortfall against target
Red	There has been major slippage against timescale or major shortfall against target
Report later	The information is not yet available to allow us to say whether the target has been reached or not. This will be reported when available
Contextual	Included for 'information only' to set performance information in context

- 5.2. Measures which are classified as 'red' are considered in detail at section 5.4 of this report. To ensure adequate scrutiny of performance across all Resources, the Council's Performance and Review Scrutiny Forum may consider 'red' and/or 'amber' measures at a future meeting.

The overall summary of progress to date is as follows and performance should be considered in the context of the impact of responding to Covid-19:-

Status	Measures			
	Statistical	Project	Total	%
Blue	0	2	2	3%
Green	22	32	54	75%
Amber	6	2	8	11%
Red	0	1	1	1%
Report later/Contextual	7	0	7	10%
<b>Totals</b>	<b>35</b>	<b>37</b>	<b>72</b>	<b>100%</b>

(Data correct as at 17 February 2023)

- 5.3. Key achievements for 2022/2023, to date, are noted below:-

### 5.3.1.

Connect Priority	Health and Wellbeing
Resource Objective	Achievement
Support people to live active and independent lives	Approval of applications for adaptations were, on average, completed in 15.95 days against a target of 28 days
	96.2% of standard adaptations to council houses were complete within agreed appointment times against target of 90%
	All demand has been met for adaptations to council housing. There is no waiting list for adaptations to council housing

<b>Connect Priority</b>	<b>Get it right for children and young people</b>
<b>Resource Objective</b>	<b>Achievement</b>
Contribute to the Council's objective to protect vulnerable children, young people and adults	<p>In line with the Council's Housing Allocation Policy, housing continues to be allocated to those most in need. The Council and its Registered Social Landlord partners delivered an increase in the percentage of social rented properties directed to homeless households in the year (55.61% of all council homes and 37.1% of Registered Social Landlord homes) reducing time spent in temporary accommodation and minimising the impact on households with children.</p> <p>Progress against this measure is reported annually within the South Lanarkshire Local Child Poverty Action Report</p>

<b>Connect Priority</b>	<b>Housing and Land</b>
<b>Resource Objective</b>	<b>Achievement</b>
Support people to access and sustain housing which meets their needs through our Integrated Housing Options service	93.2% of new tenancies sustained for more than a year against target of 88%
Development and implement Local Housing Strategy for 2022-2027	The Local Housing Strategy 2022-2027 consultative draft developed and published online, with the consultation period running to 30 October 2022. The Strategy was approved at Executive Committee on 30 November 2022
Ensure our repairs service continues to meet the needs of customers	Emergency repairs were, on average, completed in 2 hours 53 minutes against a target of 24 hours
	Non-emergency repairs were, on average, completed in 10.53 days against a target of 28 days
	99% of reactive repairs were completed right first time
Continue to deliver an affordable housing programme to meet needs	A total of 59 new homes have been delivered during 2022/23 by the council and its RSL partners to date. This includes 10 properties purchased through the council's Open Market Purchase Scheme

- 5.3.2. In addition to working towards these priorities, we recognise that the Council will continually aim to improve and ensure effective and efficient use of resources, and that business will be conducted with integrity and transparency and will operate to the highest standards. In order to monitor and report progress against these values, Resource outcomes have also been identified under the heading Delivering the Plan and achieving Best Value.

<b>Delivering the Plan and achieving Best Value</b>	
<b>Resource Objective</b>	<b>Achievement</b>
Delivering the plan and achieving best value	Stage 2 complaints were fully responded to on an average of 13 working days, against a target timescale of 20 working days (SSHC)
	1.43% of rent was lost due to properties being void (SSHC) against the target of 1.42%

- 5.4. Areas for improvement: Measures that have been classified as 'red' (major slippage against timescale or shortfall against target) are noted below, together with the reason why and the management action now being taken, where required.

<b>Connect Priority: Delivering the plan and achieving best value</b>		
<b>Resource Objective: Delivering the plan and achieving best value</b>		
<b>Measure</b>	<b>Comments/Progress</b>	<b>Action by Manager (where applicable)</b>
Continue with phased implementation of new IT system	Discussions ongoing with supplier on the revised delivery timeline and gaps in current business functionality requirements.	Project monitored on an ongoing basis by Project Review Board.

## **6. Employee Implications**

- 6.1. The outcomes noted within the Resource Plan will inform the Service Action Plans, where applicable and in turn the Performance Appraisal process for individual employees.

## **7. Financial Implications**

- 7.1. The outcomes within the Resource Plan are reflected in the respective annual Resource Revenue and Capital budgets and longer term, within the framework of the Council's approved Financial Strategy.

## **8. Climate Change, Sustainability and Environmental Implications**

- 8.1. There are no climate change or environmental implications as a result of this report.
- 8.2. The Resource Plan takes into account Resource responsibilities in relation to sustainable development and climate change.

## **9. Other Implications**

- 9.1. Resource Plan actions are assessed as part of the Resource's risk management arrangements and relevant issues have been added to the Resource Risk Register.

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

- 10.1. Many of the actions detailed within the Resource Plan reflect ongoing strategies and policies which will be or have been the subject of consultation and equality impact assessment.

**Stephen Gibson**

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

10 February 2023

## **Link(s) to Council Values/Priorities/Outcomes**

- ◆ The Resource Plan has been structured upon the Vision, Values and Priorities in the Council Plan Connect 2022-2027

## **Previous References**

- ◆ Housing and Technical Resources Quarter 4 Progress Report 2021/2022
- ◆ Executive Committee, 30 November 2022

### **List of Background Papers**

- ◆ Council Plan Connect 2017/2022 – endorsed by the Executive Committee on 8 November 2017 and approved by the full Council on 6 December 2017: mid-term review of Connect endorsed by the Executive Committee 24 June 2020
- ◆ Housing and Technical Resource Plan 2022/2023 – approved by the Executive Committee on 5 October 2022

### **Contact for Further Information**

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

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

## Appendix 1

### Housing and Technical Resource Outcomes 2022/2023

Connect Outcomes	Resource Outcomes
<b>Communities and Environment</b>	<ul style="list-style-type: none"> <li>• Work with communities to create safe, strong sustainable places</li> </ul>
<b>Health and Wellbeing</b>	<ul style="list-style-type: none"> <li>• Support people to live active and independent lives</li> <li>• Help people to continue to live within their homes and communities through integrated community health and social care services</li> </ul>
<b>Children and Young People</b>	<ul style="list-style-type: none"> <li>• Improve the health and wellbeing of children, young people and families</li> </ul>
<b>Housing and Land</b>	<ul style="list-style-type: none"> <li>• Support people to access and sustain housing which meets their needs through our Integrated Housing Options service</li> <li>• Provide a comprehensive range of services to help prevent and alleviate homelessness including the provision of suitable temporary and supported accommodation</li> <li>• Continue to deliver an affordable housing programme to meet needs</li> <li>• Manage the council's portfolio of properties and land</li> <li>• Ensure our repairs service continues to meet the needs of customers</li> <li>• More energy efficient council homes</li> <li>• Continue to engage and work with tenants and other customers to design our services</li> <li>• Provide high quality services to our service to our tenants, including those who live in sheltered housing and residents at our Gypsy / Travellers sites</li> </ul>
<b>Delivering the Plan and achieving Best Value</b>	<b>Resource Outcomes</b> <ul style="list-style-type: none"> <li>• Digital and ICT services meet the needs of its customer</li> <li>• Customers experience high quality and improving council services</li> <li>• The council demonstrates high standards of governance and sound financial stewardship</li> <li>• The workforce has the skills, flexibility and capacity to deliver the council's outcomes</li> </ul>

## Housing and Technical Resources

# improve

### Resource Plan

**Performance Report 2022-23**

**Quarter 2 : April 2022 - September 2022**

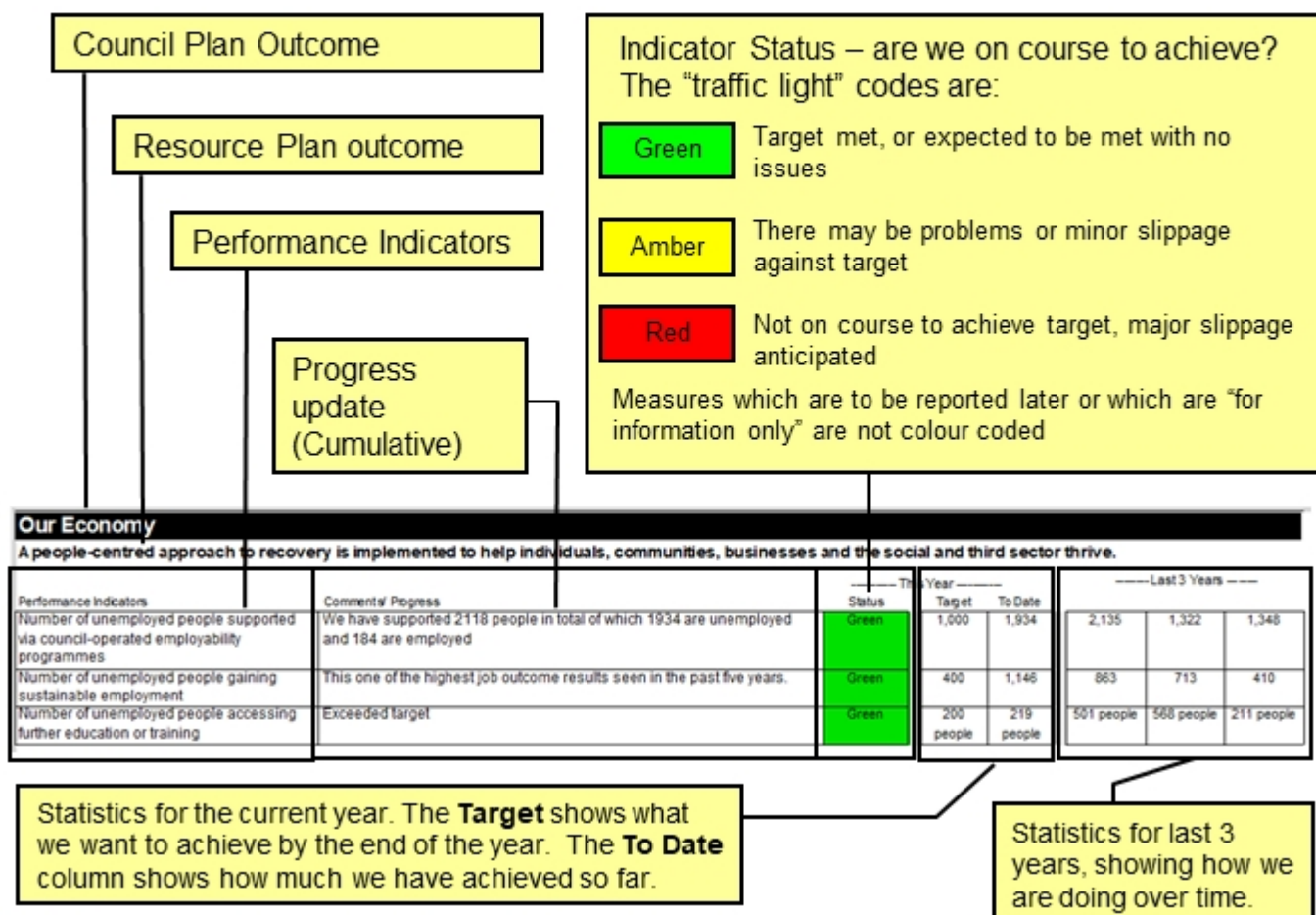
(This represents the cumulative position to September 2022)

Summary - number of measures green, amber and red under each Council Plan Outcome / Theme

Council Outcome/ Theme	Green	Amber	Red	Report later / Contextual	Total
<b>Communities and Environment</b>		<b>1</b>			<b>1</b>
<i>Education and Learning</i>					
<b>Health and Wellbeing</b>	<b>4</b>			<b>2</b>	<b>6</b>
<i>Children and Young People</i>					
<b>Housing and Land</b>	<b>13</b>	<b>3</b>		<b>3</b>	<b>19</b>
<i>Our Economy</i>					
<b>Delivering the plan and achieving best value</b>	<b>5</b>	<b>2</b>		<b>2</b>	<b>9</b>
<b>Total</b>	<b>22</b>	<b>6</b>	<b>0</b>	<b>7</b>	<b>35</b>

## How to use this performance report

This performance report is intended to be both informative and easy to use. The guide below is designed to help you get the most out of the report and to answer the most common questions you might have.





## Communities and Environment

### Work with communities to create safe, strong sustainable places

Performance Indicators	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
		Status	Target	To Date	2019/20	2020/21	2021/22
% of Anti-Social Behaviour cases resolved in the year (SSHC)	Performance currently slightly below target but is anticipated to improve as the year progresses.	Amber	90.00%	87.70%	98.00%	95.21%	94.30%

## Health and Wellbeing

### Support people to live active and independent lives

Performance Indicators	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
		Status	Target	To Date	2019/20	2020/21	2021/22
Number of adaptations completed in Council homes	557 adaptations completed in Council Homes.	Contextual	-----	557	848	476	993
No of households currently waiting for adaptations to their home	Target achieved.	Green	0	0	0	0	0
% of approved applications for adaptations completed in year (SSHC)	All adaptations were approved, this measure is demand led.	Green	100.00%	100.00%	100.00%	100.00%	100.00%
Average time (working days) to complete applications (SSHC)	Target achieved.	Green	28.00 days	15.95 days	24.82 days	28.00 days	23.49 days
% of standard adaptations to council houses within agreed appointment times	Target achieved.	Green	90.0%	96.2%	85.6%	92.4%	98.3%
% of new build that meets needs of older people	To be reported at year end.	Report Later	-----	-----	-----	-----	20.0%

## Housing and Land

### Support people to access and sustain housing which meets their needs through our Integrated Housing Options service

Performance Indicators	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
		Status	Target	To Date	2019/20	2020/21	2021/22
% of lets to Urgent housing (UH) need households	Target achieved.	Green	55.0%	55.6%	51.4%	61.1%	53.5%
% of new tenancies sustained for more than a year for all lets (SSHC)	Target achieved.	Green	88.00%	93.20%	90.08%	91.90%	93.40%
% of tenancy offers refused during the year (SSHC)	This is a contextual performance measure.	Contextual	-----	23.7%	30.8%	24.7%	16.6%

**Housing and Land****Support people to access and sustain housing which meets their needs through our Integrated Housing Options service**

Performance Indicators	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
		Status	Target	To Date	2019/20	2020/21	2021/22
Average time taken to relet empty properties (SSHC)	Slightly above target year to date. Management arrangements in place to closely monitor this indicator.	Amber	26.00 days	29.42 days	21.70 days	21.00 days	21.50 days

**Provide a comprehensive range of services to help prevent and alleviate homelessness including the provision of sustainable temporary and supported accommodation**

Performance Indicators	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
		Status	Target	To Date	2019/20	2020/21	2021/22
% of homeless households advised of outcome of assessment within 28 days	Slightly below target. It is anticipated that target will be achieved by year end.	Amber	95.0%	90.4%	99.8%	99.8%	99.6%
Average length of time in temporary accommodation	Target achieved.	Green	120 days	95 days	102 days	121 days	105 days
% of households provided with temporary accommodation (SG)	Target achieved.	Green	100.0%	100.0%	100.0%	100.0%	100.0%
% of temporary accommodation on offers refused	Target achieved.	Green	6.00%	4.70%	6.24%	6.84%	7.42%
Number of times we did not meet our obligation to provide suitable accommodation (SG)	Target achieved.	Green	0	0	-----	0	0
% of Housing Options interventions where Homelessness prevented	Below target year to date. Ongoing monitoring of actions and outcomes.	Amber	70.0%	65.5%	-----	-----	73.5%

**Ensure our repairs service continues to meet the needs of customers**

Performance Indicators	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
		Status	Target	To Date	2019/20	2020/21	2021/22
% of response repairs completed on time	Target achieved.	Green	90.0%	99.3%	96.0%	97.7%	99.1%
Ave length of time to complete emergency repair - hours (SSHC) - YTD	Target achieved.	Green	24.00 hours	2.53 hours	3.44 hours	3.26 hours	4.24 hours
Ave length of time to complete non emergency repair (SSHC) (LGBF) - YTD	Target achieved.	Green	28.00 days	10.53 days	14.19 days	13.07 days	11.76 days
% of reactive repairs completed first time right (SSHC)	Target achieved.	Green	90.00%	99.00%	99.91%	99.95%	99.00%
% of repairs appointments kept	Target achieved.	Green	90.00%	100.00%	94.00%	94.18%	94.00%
No of times we did not, meet our obligation to complete the annual gas safety check by annual anniversary date	Target achieved.	Green	0	0	7	411	1

**Housing and Land****Ensure our repairs service continues to meet the needs of customers**

Performance Indicators	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
		Status	Target	To Date	2019/20	2020/21	2021/22
% of tenant satisfaction with repairs or maintenance in year (SSHC)	Target achieved.	Green	90.0%	90.0%	93.0%	90.0%	91.0%

**More energy efficient council homes**

Performance Indicators	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
		Status	Target	To Date	2019/20	2020/21	2021/22
% of Council stock meeting the SHQS	To be reported at year end.	Report Later	-----	-----	93.2%	93.5%	72.3%
% of council dwellings that are Energy Efficiency Standard for Social Housing 2 (ESSH2)	To be reported at year end.	Report Later	-----	-----	93.39%	93.88%	98.64%

**Delivering the plan and achieving best value****Delivering the plan and achieving best value**

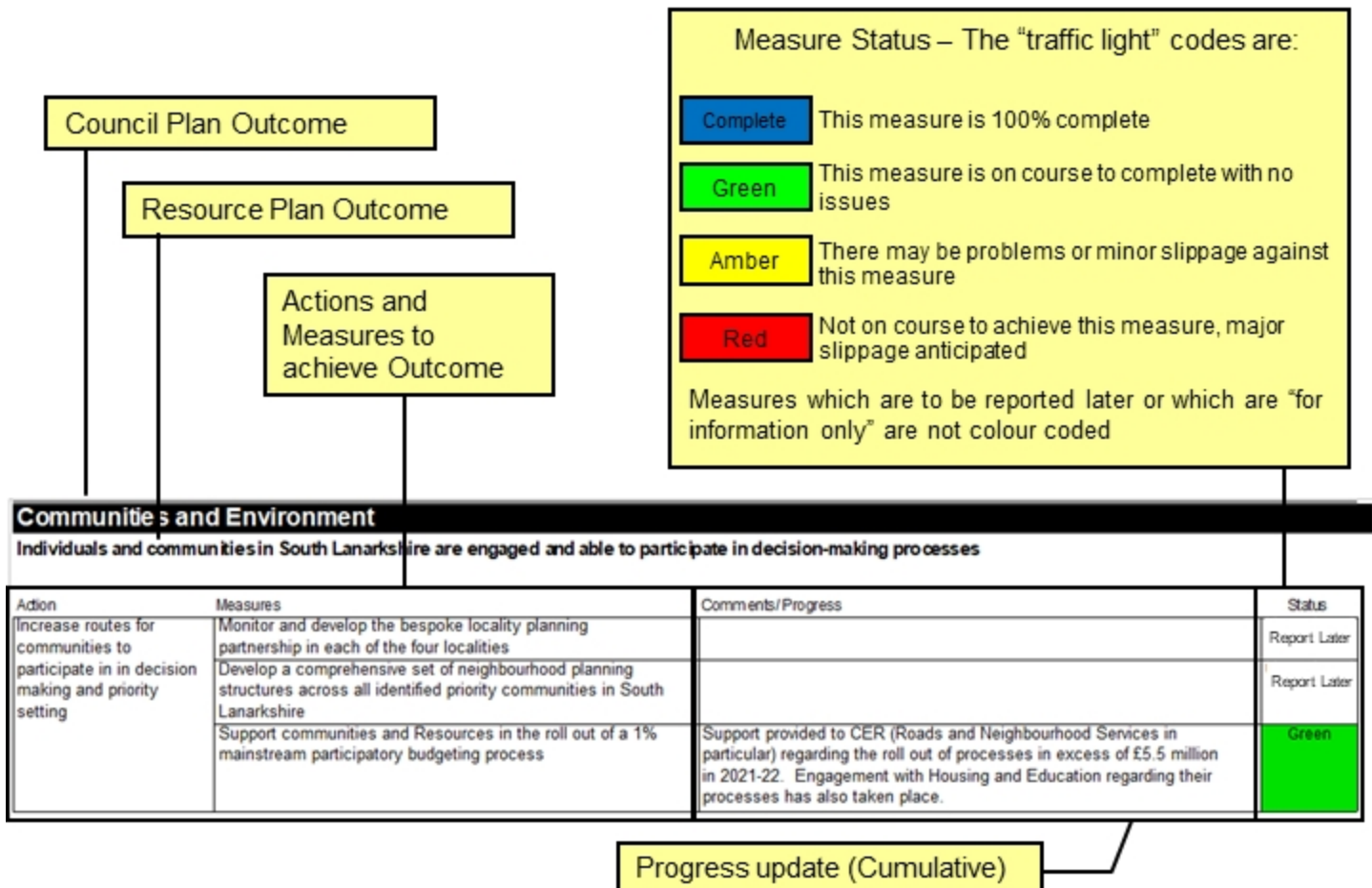
Performance Indicators	Comments/ Progress	----- This Year -----			----- Last 3 Years -----		
		Status	Target	To Date	2019/20	2020/21	2021/22
% of Stage 1 complaints responded to in full (SSHC)	46 out of 49 stage 1 complaints responded to in full.	Contextual	-----	94.00%	97.44%	93.00%	91.00%
Average time in working days for a full response at Stage 1	Although performance is below annual target at end of quarter 2, work continues to ensure overall target achieved.	Amber	5	7	4	5	5
% of Stage 2 complaints responded to in full (SSHC)	11 out of 13 stage 2 complaints responded to in full.	Contextual	-----	85.00%	96.77%	91.00%	100.00%
Average time in working days for a full response at Stage 2	Target achieved.	Green	20	13	17	14	15
Rent collected as a % of rent due in the year (SSHC)	Target achieved year to date.	Green	98.8%	99.3%	99.7%	97.4%	98.3%
Gross rent arrears (current and former tenants) as a % of rent due for the year (LGBF) (SSHC)	Target achieved.	Green	9.00%	8.60%	7.05%	8.26%	8.91%
% of rent due in the year that was lost due to voids (Operational void rent loss) (SSHC)	Rent lost is currently above target. Ongoing close motioning of performance and actions in place.	Amber	0.60%	0.73%	0.49%	0.42%	0.60%
% of total void rent loss (SSHC)	On target.	Green	1.42%	1.43%	1.35%	1.22%	1.53%
Factoring collection rate	The collection target is 75% by year end. It is a progressive target and the collection rate will increase each quarter. At the end of quarter 2 its anticipated we will achieve the target by year end.	Green	75.00%	48.30%	78.10%	74.06%	73.00%

Summary - number of measures complete, green, amber and red under each Council Plan Outcome / Theme

Council Outcome/ Theme	Complete	Green	Amber	Red	Report later	Total
<b>Communities and Environment</b>		1				1
<i>Education and Learning</i>						
<b>Health and Wellbeing</b>		1				1
<b>Children and Young People</b>		6				6
<b>Housing and Land</b>	2	23	2			27
<i>Our Economy</i>						
<b>Delivering the plan and achieving best value</b>		1		1		2
<b>Total</b>	<b>2</b>	<b>32</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>37</b>

## Guide to the Performance Measures report

Each of the performance measures is shown in the following pages of this report. The graphic below explains how the report is laid out and what information is presented .



## Communities and Environment

### Work with communities to create safe, strong sustainable places

Action	Measures	Comments/ Progress	Status
Community Safety priorities including relevant parts of the SLCP are achieved	The Resource will administer a review of the safer South Lanarkshire Board and associated structure during 2022/23. This will aim to ensure reporting requirements around police and fire scrutiny, anti-social behaviour and community justice remain appropriate alongside links to revised community planning priorities	A review of the Safety Lanarkshire Board commenced at the first meeting of the new Board in September 2022. The review will conclude in April 2023.	Green

## Health and Wellbeing

### Help people to continue to live within their homes and communities through integrated community health and social care services

Action	Measures	Comments/ Progress	Status
Ensure effective contribution to health and social care outcomes contained within the Strategic Commissioning Plan	Implementation of agreed housing actions within SCP3 to be progressed throughout the duration of the SCP3	SCP3 now published with two strategic directions relating to housing and homelessness. Work continues to support the Health and Social Care Partnership (HSCP) to progress the operational directions for the implementation of routine enquiry and priority access to health services for homeless households, including the development of pilots in two HSCP localities.	Green

## Children and Young People

### Improve the health and wellbeing of children, young people and families

Action	Measures	Comments/ Progress	Status
Contribute to effective joint working to protect and promote the wellbeing of children, young people and adults	100% of households identified as at risk are referred to appropriate statutory agencies	On target. Appropriate arrangements are in place to brief to staff on an annual basis.	Green
	Reducing the costs of housing families including energy costs - a key action as detailed in the Local Child Poverty Action Report	<p>Council rents in South Lanarkshire remain affordable and below the Scottish average.</p> <p>The Resource continues to invest in its domestic stock to improve energy efficiency with the aim of reducing energy consumption, and costs, required by tenants to heat their home. Performance in relation to both aspects of the Energy Efficiency Standards for Social Housing continues to improve, with EESSH1 achieving 98.61% and EESSH2 achieving 6.77% in Q2.</p> <p>To support tenants with increasing costs, the Resource is also working closely with partners at MMAS and Home Energy Scotland to deliver a HEAT Referral Scheme.</p>	Green

## Children and Young People

### Improve the health and wellbeing of children, young people and families

Action	Measures	Comments/ Progress	Status
	Investment to increase new affordable housing supply - a key action as detailed in the Local Child Poverty Action Report	A total of 59 new homes have been delivered during 2022/23 by the council and it's RSL partners to date. This includes 10 properties purchased through the council's Open Market Purchase Scheme.	Green
	Preventing and reducing homelessness for households, including families with children and young people - a key action as detailed in the Local Child Poverty Action Report	<p>Increasing trend and level of homeless presentations locally, which reflect a national trend.</p> <p>As at September 2022, there were 207 households with children (391 children) in temporary accommodation, compared to 231 households (437 children) at the end of 21/22. This is a 10% reduction of both households with children and number of children in temporary accommodation.</p> <p>The council and its Registered Social Landlord partners delivered an increase in the percentage of social rented properties directed to homeless households in the year (55.61% of all council homes and 37.1% of Registered Social Landlord homes) reducing time spent in temporary accommodation and minimising the impact on households with children.</p> <p>Progress against this measure is reported annually within the South Lanarkshire Local Child Poverty Action Report.</p>	Green
	Implement the SHORE (Sustainable Housing on Release for Everyone) standards, by providing appropriate support to 80% of individuals leaving prison with identified housing need	The SHORE Standards are fully implemented, and 80% of contact is being achieved both at admission and liberation.	Green
	100% of young people moving on from care offered housing options appointment, and of those requiring Housing Service assistance, 100% supported to move onto suitable and sustainable housing via a personal housing pathway plan	Continue to meet regularly with Social Work at locality level to discuss potential housing needs for all looked after young people over 15 years old. Central Homeless Team continue to attend the full range of children services/corporate parenting partnership and working groups.	Green



## Housing and Land

### Support people to access and sustain housing which meets their needs through our Integrated Housing Option Service

Action	Measures	Comments/ Progress	Status
Understand the financial security of our customers	Provide a programme of support to our customers including - The offer of tailored support to 100% of tenants who go on to receive Universal Credit	Continue to make personal contact with all SLC tenants who claim Universal Credit, offering them advice and support which includes liaison with the DWP, referrals and signposting to other Council services and external agencies.	Green
	Provide a programme of support to our customers including - Tenancy Sustainment Fund	Ongoing support provided to tenants in financial difficulty including through Homestart programme and support to tenants in rent arrears via the tenancy sustainment fund to assist in sustaining tenancies and preventing homelessness.	Green
	As part of rent settling process complete analysis of the affordability of our rents by December 2022	Annual rent consultation for 2023-24 will again include the use of the rent affordability tool to determine the impact of any proposed rent increases on our tenants.	Green
	Consult with tenants regarding proposed rent levels by December 2022	Rent setting consultation proposal being finalised and plan will be implemented between October 2022 and January 2023.	Green
Development and implement Local Housing Strategy for 2022-2027	Local Housing Strategy developed, consulted and approved by Executive Committee November 2022	The Local Housing Strategy 2022-27 consultative draft has been developed and published online, with the consultation period running to 30th October 2022. A calendar of consultation events with key stakeholders is underway, including with tenants and residents, and there is the option of an online survey for people to share their views.  The strategy will be presented to Executive Committee in November 2022.	Green
	A Housing Needs and Demand Assessment completed by August 2022	Housing Needs and Demand Assessment 3 has been published, setting out a broad, long-term estimate of the number of additional units that may be required to meet existing and future housing demand. The consultative draft of the Local Housing Strategy 2022-27 has been informed by the projections contained in the HNDA.	Complete



## Housing and Land

**Provide a comprehensive range of services to help prevent and alleviate homelessness including the provision of suitable and temporary and supported accommodation**

Action	Measures	Comments/ Progress	Status
Improve access to settled accommodation for homeless households	Rapid Rehousing Transition Plan delivered	Third annual review of the RRTP was submitted to the Scottish Government on 30 June 2022. Five key priority objectives continue to be a focus of the plan with 96% of indicators either on target or anticipated to meet target by the conclusion of the plan.	Green
	Implement Housing First approach, provide suitable accommodation and support for up to 40 individuals with complex needs by 2022/23	33 individuals/households have now engaged in the housing first journey and there is a 83% tenancy sustainment rate. Support continues to be delivered by commissioned services and regular monitoring and reporting systems are in place.	Green
	Increase settled accommodation by converting 20 to 30 temporary accommodation units to Scottish Secure Tenancies during 2022/23	16 temporary accommodation units have been converted to date in 2022/23.	Green
	We will continue to make progress towards our target of converting up to 100 temporary accommodation units to Scottish Secure tenancies by 2024	On target with this indicator with a total of 90 temporary accommodation units converted to SST's to date.	Green
	During 2022/23, reduce the overall homelessness caseload from 900 to 850 and reduce long term homelessness caseload by 10%	At the end of quarter 2 there were 956 homeless households on the waiting list. Services continue to support households with the overall aim of prevention and housing applicants on the homeless list as quickly as possible.  Nationally there has been a 5% increase in homelessness presentations over last 12 months to September 2022.	Amber
	Reduce and maintain repeat instances of homelessness to below 4.5% of all cases during 2022/23 (RRTP aim is <3% over life of plan)	Repeat homelessness reported at 3% of cases in quarter 2.	Green

### Continue to deliver an affordable housing programme to meet needs

Action	Measures	Comments/ Progress	Status
Increase the number of new affordable homes	Total new/additional affordable homes delivered per SHIP and reported to Housing and Technical Resources Committee	A total of 59 new homes have been delivered during 2022/23 by the council and it's RSL partners to date. This includes 10 properties purchased through the council's Open Market Purchase Scheme.	Green

## Housing and Land

### Continue to deliver an affordable housing programme to meet needs

Action	Measures	Comments/ Progress	Status
Physical regeneration work in priority areas	Remaining properties (Phase 3 of the masterplan) for regeneration at Whitlawburn complete by end of March 2023	Handover of final 10 SLC units due to complete October 2022.	Green
	Work with partners to bring 15 Long Term empty homes into use by March 2023	8 homes brought back in to use up to the end of quarter 2.	Green
Increase supply of housing suitable for older people	All properties that are suitable, as identified at the void stage, will be converted to Amenity standard	At quarter 2 there have been 8 mainstream properties brought up to the current amenity standard.	Green
	During the period of the SHIP 2022-2027, a total of 569 specialist provision properties are forecast to be delivered across both SLC and RSL sites	Since April 2022, 20 specialist (amenity) homes have been developed by the council across two sites in Hamilton and East Kilbride, and a further 30 specialist (amenity) developed by RSL partners at two sites within Hamilton and Larkhall.	Green

### Manage the council's portfolio of properties and land

Action	Measures	Comments/ Progress	Status
Project Management of Schools Projects and General Services Projects	The General Services Programme spend will be achieved for the financial year	Spend to Period 6 £20,218,213.33. Revised 2022/23 Budget £95,814,610. Currently, consideration is being given to revised budget and outturn for year end.	Green
	Two new nursery projects - Skylark, Larkhall to be completed in 2022/23 and Clyde Terrace, Bothwell commencing with completion date August 2023	Skylark, Larkhall - Now complete and operational.  Clyde Terrace, Bothwell - Started on site, due to complete in August 2023.	Green

### More energy efficient council homes

Action	Measures	Comments/ Progress	Status
Improve energy efficiency stock to help address fuel poverty	Deliver investment projects to increase energy efficiency of housing stock during 2022/23	Site start for External Wall insulation projects has been delayed due to Ecological Survey results. Revised processes for ECO4 programme to be approved shortly.	Amber

## Housing and Land

### Continue to engage and work with tenants and other customers to design our services

Action	Measures	Comments/ Progress	Status
Develop and implement Customer Involvement Strategy	Customer Involvement Strategy to be developed, consulted, and approved by Housing and Technical Resources Committee by June 2023	The final annual review of the Housing Services' Customer Involvement Strategy, undertaken jointly by officers and customer representatives within the Tenant Participation Co-ordination Group, was approved at Housing and Technical Resources Committee on 5 October 2022. The Customer Involvement Strategy 2023-2028 is currently under development in partnership with tenant representatives before being submitted to Housing and Technical Resources Committee in November 2023.	Green
Ensure effective involvement with tenants and other customer groups	Annual Scrutiny Programme 2022/23 developed August 2022 and implemented by March 2023	Report presented to Resource Management Team on 1 September 2022, updating on findings from the scrutiny activity on the virtual call handling approach, which was progressed during 2021/22. The report also set out proposals for the 2022/23 scrutiny programme. Two activities are planned during the year, the first on the council's approach to gas servicing and the second on access to homelessness services.	Green
	Customer Engagement Programme agreed with tenant representatives by August 2022	For the thirteenth consecutive year, an annual programme for customer engagement and involvement was agreed with customers.	Complete
Service Development is informed by understanding our customer satisfaction levels of key service areas	Customer satisfaction programme developed and approved by July 2022	The programme for 2022/23 has been approved by Resource Management Team and is currently underway. To meet our Charter requirements, a tenant satisfaction survey is being conducted in relation to overall satisfaction, quality of home, value for money and neighbourhood.	Green
	Results are reviewed quarterly, and any improvement activities are identified and incorporated into services and resource planning cycles	For areas progressing in 2022/23, all survey results will be analysed and if required, improvement actions identified and progressed.	Green

## Housing and Land

**Provide high quality services to our service to our tenants, including those who live in sheltered housing and residents at our Gypsy/Travellers sites**

Action	Measures	Comments/ Progress	Status
Work with Gypsy/Traveller residents to develop and implement a programme of site improvement	Site Investment Masterplans reviewed in consultation with residents and planned improvement works for progression during 2022 and current works completed by 31 March 2023	Work continues to be progressed on both South Lanarkshire sites to improve facilities and amenities available to residents. These works are being taken forward in conjunction with site residents, who have jointly developed site masterplans that highlight key projects they wish to see take place. This includes the delivery of a new community facility at Shawlands Crescent in Larkhall. Officially opened in August 2022. In addition, a range of other projects are being taken forward to ensure the sites continue to meet legislative compliance and standards with completion of recent fire safety improvements anticipated by November 2022.	Green
Ensure that Sheltered housing services are compliant with Care Inspectorate Inspection standards	Complete quality assurance checks to monitor and ensure compliance with care inspectorate standards. Each of the 34 sheltered housing complexes will be checked during 2022/23 with findings of completed checks reported on a quarterly basis	Quality assurance checks routinely undertaken across complexes with high compliance rates	Green

## Delivering the plan and achieving best value

**Delivering the plan and achieving best value**

Action	Measures	Comments/ Progress	Status
Ensure effective management of all Resource budgets and Business Plans	Overall budgetary targets achieved by March 2023	We anticipate that overall budgetary targets will be achieved by the end of the financial year.	Green
Progress the council's Digital Strategy within the Resource	Continue with phased implementation of new IT system	Discussions ongoing with supplier on the delivery timeline and gaps in current business functionality requirements.	Red

# Report

11

Report to:	<b>Housing and Technical Resources Committee</b>
Date of Report:	<b>15 March 2023</b>
Report by:	<b>Executive Director (Housing and Technical Resources)</b>

Subject:	<b>Revision of Costs Associated with the Acquisition of Houses at Former Phillips Factory Site, Wellhall Road, Hamilton - Section 75 Planning Reference PL/21/1697</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ advise on action taken, in terms of Standing Order No 37(c) because of the timescales involved, by the Executive Director (Housing and Technical Resources), in consultation with the Chair and an ex officio member, to conclude the contract with Lovell Homes

## 2. Recommendation(s)

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

- (1) that the following action taken, in terms of Standing Order No 37(c) by the Executive Director (Housing and Technical Resources), in consultation with the Chair and an ex officio member, be noted; and
- (2) that authority was granted to the Executive Director (Housing and Technical Resources), in conjunction with the Head of Legal Services, to conclude matters and to enter into the necessary legal agreements on terms which are in the best interests of the Council, be noted.

## 3. Background

- 3.1. The site at the former Philips factory, Wellhall Road in Hamilton, is identified within the Council's Strategic Housing Investment Plan as a priority site in delivering the Council's target of 1,300 additional homes by 2027.
- 3.2. The application for the development at Wellhall Road, Hamilton was approved by the Planning Committee on 15 February 2022. The approval was granted for the erection of 163 dwellings to Lovell Homes and includes an obligation for an on-site provision of up to 40 affordable homes.
- 3.3. The Council entered into discussions with Lovell Homes to provide its planning obligation for new affordable homes via a turnkey arrangement with the Council only paying the full amount due on completion of each house. The proposal provided by Lovell Homes has been assessed by the Council's Technical and Commercial Team as presenting value for money.

#### **4. Proposal**

- 4.1. In the report approved at Housing and Technical Resources Committee on 14 December 2022 (agenda item 8), the Executive Director (Housing and Technical Resources) was authorised to acquire 40 completed affordable homes from Lovell Homes for a total price not in excess of £7 million (which includes the cost of land), to fulfil the planning obligations associated with the residential development of the site.
- 4.2. Through further contractual discussions, on 1 December 2023 Lovell Homes intimated their intention to charge VAT on the land transaction aspect of the purchase, resulting in a revision in the total costs required to acquire the properties.
- 4.3. The Council has been advised that Lovell Homes' decision to charge VAT on the land transaction stems from a requirement for them to pay VAT on their own land purchase as a consequence of the former land owner opting to tax.
- 4.4. As such, an additional £188,139.51 will now be required to complete the transaction and authority is requested by the Executive Director (Housing and Technical Resources) to acquire 40 completed affordable homes at the revised cost which will not be in excess of £7,188,139.51.

#### **5. Employee Implications**

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

#### **6. Financial Implications**

- 6.1. In line with the Home+ Programme, including the new target established at Executive Committee on 30 November 2022, acquisition of the plots will be funded through a combination of Scottish Government grant funding, Housing Revenue Account capital investment and Council borrowing.
- 6.2. Should expected levels of Scottish Government grant be received and average costs for borrowing and capital contributions continue, it is expected the new build aspect of the Home+ programme and in particular the acquisitions of these plots, would have a neutral impact to the Housing Revenue Account Business Plan over a 40-year period. This means that over the 40-year period, the net cost of the additional borrowing and all other costs can be met from the additional rental income received.
- 6.3. Whilst there is a neutral impact on the Housing Revenue Account Business Plan over a 40-year period, there are initial construction and purchase costs at the start of the programme which impact on the cash flow in the early years of the programme. The estimated costs have been included in the Business Plan in respect of the rent uplift projections for 2023/2024.
- 6.4. The increase in costs detailed at 4.4, as a result of Lovell Homes' intention to charge VAT on the land transaction, will have no impact on the financial implications associated with the acquisition. The Council will re-claim the VAT it pays under the special rules for recovery for local authorities.

#### **7. Climate Change, Sustainability and Environmental Implications**

- 7.1. There are no climate change, sustainability or environmental implications arising from this proposal.

#### **8. Other Implications**

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

- 8.2. There are no significant risks associated with this report.
- 8.3. Normal Council protocols to ensure that there are no conflicts of interest apply to this scheme.
- 9. Equality Impact Assessment and Consultation Arrangements**
- 9.1. This report does not introduce a new policy, function or strategy and therefore no separate impact assessment is required.
- 9.2. No formal consultation process was required in terms of the recommendation contained in this report.

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

13 February 2023

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

- ◆ Good quality, suitable and sustainable places to live

**Previous References**

- ◆ Planning Committee 15 February 2022
- ◆ Executive Committee 30 November 2022
- ◆ Housing and Technical Resources Committee, 14 December 2022, Acquisition of Houses at Former Phillips Factory Site Wellhall Road, Hamilton - Section 75 Planning Reference PL/21/1697

**List of Background Papers**

- ◆ None

**Contact for Further Information**

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

Joanne Forbes, Head of Property Services

Email: [joanne.forbes@southlanakshire.gov.uk](mailto:joanne.forbes@southlanakshire.gov.uk)





# Report

12

Report to:	<b>Housing and Technical Resources Committee</b>
Date of Meeting:	<b>15 March 2023</b>
Report by:	<b>Executive Director (Housing and Technical Resources)</b>

Subject:	<b>Delegated Authority Report – Update</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise on transactions processed by delegated authority by Property Services during Quarter 3 of 2022/2023

## 2. Recommendation(s)

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

- (1) that the transactions processed by delegated authority by Property Services during Quarter 3 of 2022/2023, be noted.

## 3. Background

3.1. The Executive Director (Housing and Technical Resources) has delegated authority to deal with various transactions, including:-

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

3.2. Delegated authority reports are prepared by case officers and submitted to the Head of Property Services for approval, once provisional agreement has been reached with the third party. A weekly list of approved reports is published on the Council's intranet under "Estates Property Transactions."

3.3. The delegated reports provide authority for officers to progress transactions and where appropriate, to instruct Legal Services. The receipt of any monies arising from the transactions occurs at a date in the future once missives have been concluded and any suspensive conditions met. It should be noted that some transactions may never settle.

## 4. Summary Quarter 3, 2022/2023

4.1. The summary of transactions progressed under delegated authority during Quarter 3 of 2022/2023 is shown in Appendix 1, however, can be summarised as follows:-

Total number of transactions	55
Total value of lease transactions	£126,864 per annum
Total value of capital transactions	£1,967,710
Total number of miscellaneous transactions	£0

## **5. Employee Implications**

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

## **6. Financial Implications**

- 6.1. The rental income to the Council is increased as a result of the new lettings and lease renewals.
- 6.2. Disposals generate additional capital monies for the Council's Capital Programme.
- 6.3. Acquisitions are carried out in accordance with project plans and approved capital budgets, to enable investment programmes to proceed.

## **7. Climate Change, Sustainability and Environmental Implications**

- 7.1. There are no issues in relation to climate change, sustainability and environment contained within this report.

## **8. Other Implications**

- 8.1. There is a low risk that the rental and capital receipts identified within these delegated authority reports are not achieved if, for reasons outwith the Council's control, the tenant/purchaser chooses not to proceed with the transactions. However, Property Services has in place procedures and consultations intended to minimise this risk.

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

- 9.1. Consultation takes place with the occupying Resource, Planning, Roads and Legal Services, on a transaction by transaction basis as and when required.
- 9.2. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore, no impact assessment is required.

**Stephen Gibson**

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

3 February 2023

### **Link(s) to Council Values/Priorities/Outcomes**

- ◆ Accountable, effective, efficient and transparent

### **Previous References**

- ◆ Housing and Technical Resources Committee, 14 December 2022
- ◆ Housing and Technical Resources Committee, 10 August 2022

### **List of Background Papers**

- ◆ Plans and drawings of the property involved in these transactions can be obtained from the Assets and Estates Team, Property Services
- ◆ Weekly list of Delegated Authority Transactions can be obtained on the Council's intranet

### **Contact for Further Information**

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

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## Delegated Authority Transactions

Transaction Type	Quarter 3 2022/2023	
	No	Value
Lease Renewal	1	£16,000
New Lease	14	£110,864
Landlords Consent	3	£0
Assignment	1	£0
Rent Review	0	£0
<b>Total Revenue</b>	19	£126,864
Disposal	8	£143,080
Compensation	8	£37,480
Wayleave/Servitude	2	£1,650
Acquisition	18	£1,785,500
Title Waiver	0	£0
<b>Total Capital</b>	36	£1,967,710
Miscellaneous	0	£0

