

## EXECUTIVE COMMITTEE

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

### Chair:

Councillor John Ross (ex officio)

### Councillors Present:

Councillor Alex Allison, Councillor John Anderson, Councillor John Bradley, Councillor Walter Brogan, Councillor Robert Brown, Councillor Jackie Burns, Councillor Graeme Campbell (*until item 13*), Councillor Maureen Chalmers (Depute), Councillor Gerry Convery, Councillor Margaret Cooper, Councillor Poppy Corbett (*substitute for Councillor Ann Le Blond*), Councillor Peter Craig, Councillor Joe Fagan, Councillor Allan Falconer, Councillor Alistair Fulton, Councillor Lynsey Hamilton, Councillor Eileen Logan, Councillor Katy Loudon, Councillor Joe Lowe, Councillor Kenny McCreary (*substitute for Councillor Richard Nelson until item 13*), Councillor Colin McGavigan, Councillor Mark McGeever, Councillor Jim McGuigan, Councillor Gladys Miller, Councillor Lynne Nailon (*substitute for Councillor Richard Nelson after item 13*), Councillor Graham Scott (*substitute for Councillor Fiona Dryburgh*), Councillor David Shearer, Councillor Josh Wilson

### Councillors' Apologies:

Councillor Fiona Dryburgh, Councillor Ann Le Blond, Councillor Richard Nelson

### Attending:

#### Chief Executive's Service

L Freeland, Chief Executive

#### Community and Enterprise Resources

M McGlynn, Executive Director

#### Education Resources

T McDaid, Executive Director

#### Finance and Corporate Resources

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

#### Housing and Technical Resources

D Lowe, Executive Director

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

V de Souza, Director

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### 1 Declaration of Interests

No interests were declared.

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### 2 Minutes of Previous Meeting

The minutes of the meeting of the Executive Committee held on 19 December 2018 were submitted for approval as a correct record.

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

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### 3 Capital Budget Monitoring for Period 11 – 1 April 2018 to 4 January 2019

A report dated 14 January 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the physical and financial progress at 4 January 2019 on the various capital programmes.

The General Fund Capital Programme totalled £66.819 million and the Housing Capital Programme £53.664 million. The General Fund Programme had been revised to reflect a number of adjustments which were detailed in Appendix 2 to the report.

At 4 January 2019, £41.766 million had been spent on the General Fund Capital Programme and £37.001 million on the Housing Capital Programme.

Following a probable outturn exercise, it was forecast that the total spend to 31 March 2019 would be £62.517 million. This was an underspend of £2.586 million, due to projects within Community and Enterprise Resources, Education Resources and Housing and Technical Resources.

**The Committee decided:**

- (1) that the position on the various Capital Programmes for 2018/2019, as detailed in the report, be noted;
- (2) that the proposed adjustments to the General Fund Programme, as detailed in Appendix 2 to the report, be approved; and
- (3) that the revised programmes be monitored by the Financial Resources Scrutiny Forum.

*[Reference: Minutes of 19 December 2018 (Paragraph 3)]*

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#### **4 Revenue Budget Monitoring for Period 11 – 1 April 2018 to 4 January 2019**

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A report dated 14 January 2019 by the Executive Director (Finance and Corporate Resources) was submitted comparing actual expenditure against budgeted expenditure for the period ending 4 January 2019.

The figures included an underspend of £12.040 million on the General Fund Revenue Account and a breakeven position on the Housing Revenue Account. Following a transfer to Reserves, there was an underspend of £6.627 million.

The main factors contributing to the underspend on the General Fund Revenue Account were detailed in the report.

Following a probable outturn exercise, it was forecast that there would be an underspend of £13.257 million at the year end, before any transfer to Reserves. The position had improved by £4.435 million compared to the underspend reported at period 9. The movement from the period 9 position had mainly been due to additional underspends in the following 3 areas:-

- ◆ £2.162 million within Education Resources due to timing of recruitment in the Early Years' Service, reduced energy consumption and additional funding for the Early Learning and Childcare graduate programme
- ◆ £0.686 million within Housing and Technical Resources due to an increase of £0.711 million in the underspend on the Scottish Government funding for Temporary Accommodation within the Homeless Service
- ◆ £1.395 million within Finance and Corporate Resources due to carbon reduction commitments, utilities, pay model structure and over recovery of income from interest on revenue balances

A detailed analysis of each Resource's position was provided in the report.

It was proposed to transfer £6.194 million of the outturn underspend to Reserves, allocate £4.000 million to reducing savings requirements and a further £1.305 million to the 2018/2019 pay award. Taking those adjustments into account, a revised underspend of £1.758 million for the General Fund Revenue Account was forecast.

**The Committee decided:**

- (1) that the Council's outturn position for the General Revenue Account, as detailed in Appendix 1 to the report, be noted;
- (2) that the proposed transfers to Reserves, as detailed in Appendix 2 to the report, be noted;
- (3) that the underspend of £12.040 million on the General Fund Revenue Account before transfers to reserves, as detailed in Appendix 3 to the report, be noted;
- (4) that the underspend of £6.627 million on the General Fund Revenue Account after transfers to reserves, as detailed in Appendix 4 to the report, be noted; and
- (5) that the breakeven position on the Housing Revenue Account at 4 January 2019 and the forecast to 31 March 2019 of a breakeven position be noted.

*[Reference: Minutes of 19 December 2018 (Paragraph 4)]*

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## **5 Trading Services' Financial Performance for Period 11 – 1 April 2018 to 4 January 2019**

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A report dated 14 January 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the projected financial results for 2018/2019 for the Council's Trading Services.

The target for Trading Services' surpluses had been set at £11.466 million. In the period to 9 November 2018, the figure had been revised to £11.919 million to reflect a budget allocation from Reserves to the Fleet Trading Operation for funding carried forward from 2017/2018 in relation to the Fleet Tranman System.

Following a probable outturn exercise, it was forecast that there would be a surplus shortfall of £2.226 million in 2018/2019, reflecting areas where income levels had been affected due to the timing of works carried out, including early years, central heating programmes and growth and capacities in schools.

At 4 January 2019, surpluses of £5.888 million had been achieved, before any transfer to Reserves. Following a transfer to Reserves, the surplus achieved was £5.848 million.

**The Committee decided:**

- (1) that the surpluses achieved to 4 January 2019 before transfers to Reserves of £5.888 million be noted; and
- (2) that the surpluses achieved to 4 January 2019 after transfers to Reserves of £5.848 million be noted.

*[Reference: Minutes of 19 December 2018 (Paragraph 5)]*

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## **6 Additional Funding from the Scottish Government and Other External Sources**

A report dated 22 January 2019 by the Executive Director (Finance and Corporate Resources) was submitted on additional revenue funding totalling £0.143 million made available to Education Resources from the Scottish Government to support the Early Learning and Childcare Expansion – Realising Change Funding.

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

*[Reference: Minutes of 19 December 2018 (Paragraph 6)]*

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## **7 Early Learning and Childcare 1140 Hours Accommodation Requirements**

A joint report dated 23 January 2019 by the Executive Directors (Finance and Corporate Resources) and (Education Resources) was submitted on:-

- ◆ the accommodation requirements for the provision of 1140 hours of early learning and childcare and the implications of the various delivery models
- ◆ the capital projects required to meet the current shortfall in the provision of accommodation

Following a review which had considered all short and medium term accommodation requirements for early learning and childcare arising from the 1140 hours expansion and population growth, the Council had followed planning assumptions provided by the Scottish Government in considering the potential requirements and pressures in respect of 1140 hours provision. In progressing proposals, those planning assumptions had been refined through local evidence based data and consultation exercises which had taken account of the views of parents and private partner providers. The proposals were based on:-

- ◆ population estimates
- ◆ current uptake patterns in respect of local authority and partner provision
- ◆ parental consultation in respect of both providers and the models of delivery
- ◆ projected capacity within existing local authority provision based on 1140 hour models
- ◆ anticipated capacity from private partner providers

Details were provided on:-

- ◆ models of delivery
- ◆ the progress made to date in terms of accommodation requirements
- ◆ next steps in the planning process prior to August 2020, including estimated community growth
- ◆ further capital programme works required to meet demand
- ◆ medium term projects required due to growth estimates

Any further projects required would be submitted to a future meeting of this Committee for consideration.

The forecast net cost of the Capital Programme to meet the accommodation requirements had been estimated at £32.300 million. The Scottish Government funding to meet capital costs of 1140 hours was £19.200 million, leaving a funding shortfall of £13.100 million. The Council's capital grant for 2019/2020 was £8.900 million higher than had been estimated in the Capital Strategy and it was proposed that the additional capital grant allocated be used to contribute towards the 1140 hour projects. This position would be reflected in the report relating to the overall position of the 2019/2020 Budget and savings proposals.

**The Committee decided:**

- (1) that the position on the overall requirements for the provision of 1140 hours of early learning and childcare be noted;
- (2) that the continued planning and further review of options be noted;
- (3) that the next programme of capital projects, as detailed in the report, be approved; and
- (4) that the additional capital grant totalling £8.900 million be used to contribute towards the 1140 hour projects, as detailed in the report.

*[Reference: Minutes of 15 August 2018 (Paragraph 6)]*

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## **8 Early Learning and Childcare 1140 Hours Update**

A joint report dated 23 January 2019 by the Executive Directors (Education Resources) and (Finance and Corporate Resources) was submitted on:-

- ♦ progress achieved with the implementation of the Early Learning and Childcare 1140 hours' expansion programme from 2017 to 2019
- ♦ updated plans for the implementation of the Early Learning and Childcare 1140 hours' expansion programme from 2019 to 2021
- ♦ proposals to increase the staffing establishments within Education and Community and Enterprise Resources to meet the requirements of the expansion plans

An update was provided on progress which had been achieved in preparation for full implementation by 2020/2021 including:-

- ♦ the provision of additional establishments
- ♦ staffing and recruitment
- ♦ engagement with partner providers

Details were also provided on the next steps that required to be taken in the period from 2019 to 2021, including actions required following the implementation of 1140 hours in August 2020.

To meet the requirements of the next phase of implementation, it was considered that the staffing levels in Education and Community and Enterprise Resources be increased as follows:-

### **Provision of hot lunches (Community and Enterprise Resources' staffing establishment)**

<b>Post</b>	<b>Number</b>	<b>Grade/Level</b>	<b>Salary</b>	<b>Total Costs</b>
Catering Assistants	9.5	Grade 1, level 1	£16,861	£222,499
52 wk				
Catering Assistants	9.5	Grade 1, level 1	£15,029	£198,324
Term time (TT)				
Cleaners 52 wk	1.6	Grade 1, level 1	£16,861	£37,474
Cleaners TT	1.6	Grade 1, level 1	£15,029	£33,402

Janitors	1.2	Grade 1, level 4	£22,780	£37,971
Facility Officer	1	Grade 3, level 4	£35,312	£49,051
Total	24.4	-	£121,872	<b>£578,721</b>

#### **Early Learning and Childcare Expansion (Capacity and Capability Building)**

<b>Post</b>	<b>Number</b>	<b>Grade/Level</b>	<b>Salary</b>	<b>Total Costs</b>
Modern Apprentices – 37 hrs	12	Grade 1, Level 3	£18,693	£311,579
EY Worker Phase 3 – TT	65.1	Grade 2, Level 2	£20,153	£1,822,396
EY Worker Preparation for expansion - TT	47	Grade 2, Level 2	£20,153	£1,315,709
EY Worker Preparation for expansion – 52 wk	1	Grade 2, Level 2	£22,610	£31,407
EY Worker Phase 1 and 2 catchup – TT	11.3	Grade 2, Level 2	£20,153	£316,330
EY Worker Phase 1 and 2 catchup – 52 wk	24.3	Grade 2, Level 2	£22,610	£763,183
ELU – EY Worker 52 weeks *	15	Grade 2, Level 2	£22,610	£471,101
Woodhead – EY Team Leader * TT	1	Grade 2, level 3	£22,681	£31,506
Woodhead – EY Teacher *	1	Teacher Main Grade Scale	£36,480	£46,767
Woodhead – EY Worker TT *	6	Grade 2, Level 2	£20,153	£167,962
Personnel Assistant **	1	Grade 2, Level 3	£24,070	£33,433
Clerical Assistant**	4.5	Grade 1, Level 3	£17,683	£110,533
ELC Quality Officers **	4	Grade 4, level 2	£40,385	£236,388
Total	193.2	-	£285,824	<b>£5,658,294</b>

\* to be recruited for the new school term August 2019 in line with the opening of the new facilities

\*\* temporary for 23 months to March 2021 to provide support for the full expansion and implementation plan; all other facilities and ELC posts were permanent.

The costs of the posts would be met from the 2019/2020 revenue budget allocation.

**The Committee decided:**

- (1) that the progress achieved in relation to the implementation of the Early Learning and Childcare expansion programme 2017 to 2019 be noted;
- (2) that the implementation plans for Early Learning and Childcare from 2019 to 2021 be noted; and
- (3) that the proposed increases in the staffing establishments of Education Resources and Community and Enterprise Resources, required as part of the expansion programme, as detailed above, be approved.

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## **9 Overall Position of Budget 2019/2020 and Savings Proposals**

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A report dated 31 January 2019 by the Executive Director (Finance and Corporate Resources) was submitted on:-

- ◆ the level of grant funding allocated to the Council for 2019/2020
- ◆ savings proposals for approval in preparation of the 2019/2020 revenue budget

At its meeting on 21 November 2018, this Committee was advised of the updated Budget Strategy for 2019/2020, which showed a requirement for savings totalling £13.004 million following the utilisation of corporate funding solutions.

At that time the Strategy included a number of assumptions on the level of grant funding that would be received. Updated information was provided which:-

- ◆ detailed the current Grant position and revised additional costs that would be incurred in 2019/2020
- ◆ summarised the impact of the Grant settlement and the resultant impact on the Council's Budget Strategy
- ◆ summarised the savings position
- ◆ advised how current year corporate funding solutions affected the budget going forward
- ◆ detailed proposals to address budget pressures in future years' strategies and within Children and Families Services within Social Work Resources
- ◆ detailed the "Free at 3" proposals and potential funding solutions
- ◆ detailed the level of capital grant received through the settlement

In terms of the position presented in November 2018, the package of savings remained at £13.181 million and the savings package, which was detailed in the appendices to the report, had been broken down into the following categories:-

- |                               |                 |
|-------------------------------|-----------------|
| ◆ savings previously approved | £0.140 million  |
| ◆ efficiency and outturn      | £11.894 million |
| ◆ charging                    | £0.332 million  |
| ◆ service impact              | £0.815 million  |

Taking account of the actual grant position, other costs impacting on the Council, the implications of the Stage 1 Scottish Budget Bill and funding solutions, and a Council Tax increase of 3%, as included in the current strategy, would leave a balance of funds totalling £5.462 million. This would give some scope to make changes to the package of savings or enable additional investment in services to this value. In terms of the funding balance of £5.462 million, it was proposed that £1.500 million be used to manage potential budget pressures in 2019/2020 within Children and Families' Services. A number of options of how the remaining £3.962 million could be utilised were detailed in the report.

As a result of the changes to the Budget Strategy assumptions and the corporate funding solutions identified since they were last considered, the temporary corporate solutions and the year those temporary solutions would have to be reinstated had been updated and was detailed in the report.

Following confirmation of the Council's General Capital Grant Allocation for 2019/2020, which was £3.137 million greater than had been estimated in the Strategy, and the allocation of outstanding capital grant that had been awarded in 2016/2017 totalling £5.805 million, there was £8.942 million additional funding in the Capital Programme. It was recommended, for the reasons detailed in the report, that this capital funding be used to contribute towards the requirements associated with Early Learning and Childcare requirements.

A separate report had been issued to all members summarising the outcome of a wide-ranging consultation exercise carried out prior to this meeting.

In terms of the savings requirements beyond 2019/2020, the Council had in place a long-term budget strategy and this would continue to be updated to take account of any new information affecting the finances of the Council.

**The Committee decided:** that consideration of the recommendations included in the report be continued to a special meeting of the Executive Committee in order to allow further scrutiny prior to being referred to the Council for formal approval.

*[Reference: Minutes of 21 November 2018 (Paragraph 8)]*

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## **10 Recommendations Referred from the Special Housing and Technical Resources Committee held on 6 February 2019**

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A report dated 6 February 2019 by the Chief Executive was submitted on recommendations referred to this Committee by the special Housing and Technical Resources Committee of 6 February 2019.

The recommendations of the special Housing and Technical Resource Committee were as follows:-

- ◆ that the Housing Revenue Account (HRA) savings proposals be approved subject to the following:-
  - ◆ the removal of the Community Warden element of saving HRA04 relating to the reduction of 3 FTE Community Warden posts, totalling £0.035 million, with the resultant funding gap being met from Reserves
  - ◆ the removal of saving HRA01 relating to Trading Services' Charges (Redesign of Out of Hours Standby Service), totalling £0.225 million, with the resultant funding gap being met by a reduction in the 2019/2020 Housing Capital Programme
- ◆ that the Revenue Estimate proposals for the Housing Revenue Account Budget 2019/2020, as detailed in Appendix 1 to the report, be endorsed and referred to the Council for approval



- ◆ that the rent increase of 3.95% for Council houses, travelling persons' sites, lockups and garage sites be endorsed and referred to the Council for approval
- ◆ that the proposal to progress the next stage of the rent harmonisation process be endorsed and referred to the Council for approval
- ◆ that the increase in the Council's factoring fee from £28.78 to £29.33 per quarter be approved
- ◆ that, based on the rent increase of 3.95% and taking account of the decision taken to remove saving HRA01 from the HRA savings package and to meet the funding gap from the 2019/2020 Housing Capital Programme, the updated 2019/2020 Housing Capital Programme, totalling £61.945 million, be endorsed and referred to the Council for approval

Councillor Cooper proposed that the word "mutually" be removed from her original amendment made at the special Housing and Technical Resources Committee of 6 February 2019 and this proposal was accepted by the Committee.

**The Committee decided:**

- (1) that the HRA savings proposals be approved subject to the following:-
  - ◆ the removal of the Community Warden element of saving HRA04 relating to the reduction of 3 FTE Community Warden posts totalling £0.035 million, with the resultant funding gap being met from Reserves
  - ◆ the removal of saving HRA01 relating to Trading Services' Charges (Redesign of Out of Hours Standby Service), totalling £0.225 million, with the resultant funding gap being met by a reduction in the 2019/2020 Housing Capital Programme; and
- (2) that the increase in the Council's factoring fee from £28.78 to £29.33 per quarter be approved.

**The Committee recommended to the Council:**

- (1) that the Revenue Estimate proposals for the Housing Revenue Account Budget 2019/2020 be approved;
- (2) that the rent increase of 3.95% for Council houses, travelling persons' sites, lockups and garage sites be approved;
- (3) that the next stage of the rent harmonisation process be progressed; and
- (4) that, based on the rent increase of 3.95% and taking account of the recommendation from the special Housing and Technical Resources Committee of 6 February 2019 to remove saving HRA01 from the HRA savings package and to meet the funding gap from the 2019/2020 Housing Capital Programme, the updated 2019/2020 Housing Capital Programme, totalling £61.945 million, be approved.

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## **11 Variations to the Ground Lease at Regent Centre, Hamilton and Sale of 1 to 5 Duke Street, Hamilton to J D Wetherspoon plc**

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A joint report dated 15 December 2018 by the Executive Directors (Community and Enterprise Resources) and (Housing and Technical Resources) was submitted:-

- ◆ providing an update on a previous decision to vary the terms of the ground lease for the Regent Shopping Centre, Hamilton in order that the former Bairds store unit was removed
- ◆ on proposals to sell the former Bairds store unit to J D Wetherspoon plc

The Regent Centre, Hamilton was currently held under a long-term ground lease from the Council to Maration Limited who had been trying to progress the marketing of the former Bairds store unit with the only interested party, J D Wetherspoon plc.

On 13 December 2017, the Housing and Technical Resources Committee had approved proposals to enter into a new ground lease with J D Wetherspoon and all parties had since that time been looking to conclude matters on that basis.

J D Wetherspoon's standard business model was to have outright ownership of its properties and it was considered that the only way of concluding the transaction was to move from a lease of the ground to an outright sale.

Details of the revised proposal were provided in the report together with the principal terms and conditions for the sale which included confirmation that the Council would receive a payment of £136,875 for the disposal of its freehold interest in the property.

It was estimated that prior to the closure of Bairds store, the Council received £0.010 million per annum which contributed to the overall income received from the Regent Shopping Centre. This element of income had not been received during the period that the property had been vacant. It was also considered that the occupation of the property would contribute to the improvement of the overall trading position within Hamilton Town Centre.

**The Committee decided:**

- (1) that the premises comprising the former Bairds store at 1 to 5 Duke Street, Hamilton, which were leased to Maration Limited as part of the existing ground lease for the Regent Shopping Centre, be taken out of the ground lease to facilitate the redevelopment of the property by J D Wetherspoon plc;
- (2) that a contract for the sale of the property at 1 to 5 Duke Street, Hamilton be entered into with J D Wetherspoon plc, or their nominee, on the principal terms and conditions detailed in the report; and
- (3) that the Executive Directors (Housing and Technical Resources) and (Community and Enterprise Resources), in consultation with the Head of Administration and Legal Services, be authorised to enter into the necessary legal agreements on terms which were in the best interests of the Council.

*[Reference: Minutes of Housing and Technical Resources Committee of 13 December 2017 (Paragraph 14)]*

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## **12 Land and Property Transfers and Disposals**

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A report dated 13 February 2019 by the Executive Director (Housing and Technical Resources) was submitted on recommendations to declare certain areas of land surplus to operational requirements.

The recommendations had been made in terms of agreed procedures for dealing with surplus land and property.

**The Committee decided:** that the land detailed in Appendix A to the report be declared surplus to Council requirements.

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### 13 Committee Memberships and Representation on Outside Bodies

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A report dated 17 January 2019 by the Executive Director (Finance and Corporate Resources) was submitted on:-

- ◆ confirmation of committee memberships and representation on joint boards/outside bodies following agreement by the Council, at its meeting on 19 December 2018, to authorise the Chief Executive, in consultation with political group leaders, to finalise memberships
- ◆ a number of further changes to committee memberships proposed by the Conservative Group
- ◆ the position of Depute Chair of the Conference Allocation Committee
- ◆ Council representation on the Tarbrax Common and Village Hall Trust

**The Committee decided:**

- (1) that the updated committee memberships and representation, as detailed in Appendix 1 to the report, be noted;
- (2) that the changes to committee memberships proposed by the Conservative Group, as detailed in paragraph 4.1. of the report, be approved;
- (3) that Councillor Chalmers be appointed Depute Chair of the Conference Allocation Committee; and
- (4) that Councillor Marrs be replaced by Councillor McClymont as the Council's representative on the Tarbrax Common and Village Hall Trust.

*[Reference: Minutes of South Lanarkshire Council of 19 December 2018 (Paragraph 5)]*

*Councillor Campbell left the meeting and Councillor Nailon entered the meeting following consideration of this item of business*

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### 14 City Region – Regional Skills Investment Plan (2019 to 2024)

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A report dated 25 January 2019 by the Executive Director (Community and Enterprise Resources) was submitted on the development of a Regional Skills Investment Plan for the period 2019 to 2024.

The Regional Skills Investment Plan, which set out the Glasgow City Region performance against employment and skills indicators within the broader economic and labour market context, provided an analysis of supply and demand trends for skills and labour both now and in the future. This analysis had identified a number of key messages relevant to the Skills Investment Plan and those were detailed in the report, together with a range of other issues which had been identified through further research and consultation with key stakeholders.

The Regional Skills Investment Plan would deliver on 6 strategic outcomes and had identified 7 priority action areas to progress and achieve those outcomes. Details of those strategic outcomes and priority action areas were provided in the report.

Details of the next steps and key dates to finalise the Regional Skills Investment Plan, including formally launching the Plan in April 2019, were summarised in the report.

**The Committee decided:** that the contents of the Regional Skills Development Plan 2019 to 2024 and the approach taken in developing the Plan be noted.

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## **15 Gaelic Language Plan**

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A report dated 13 December 2018 by the Executive Director (Finance and Corporate Resources) was submitted on the Gaelic Language Plan which had been developed to meet the Council's statutory duty under the Gaelic Language Act 2005.

The Council's Gaelic Language Plan set out how members of its local community, who spoke Gaelic, could access public services in the Gaelic language.

The Plan had been submitted for consideration to Bord na Gaidhlig by the due date of 31 December 2018. Once the Bord had approved the Plan, it would come into effect.

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

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## **16 Urgent Business**

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There were no items of urgent business.