



Council Offices, Almada Street
Hamilton, ML3 0AA

Wednesday, 23 May 2018

Dear Councillor

Community and Enterprise Resources Committee

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

Date: Tuesday, 22 May 2018

Time: 14:00

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

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

Members are reminded to bring their fully charged tablets to the meeting

Yours sincerely

Lindsay Freeland
Chief Executive

Members

John Anderson (Chair), Isobel Dorman (Depute Chair), John Ross (ex officio), Maureen Chalmers, Gerry Convery, Margaret Cooper, Peter Craig, Joe Fagan, George Greenshields, Graeme Horne, Ann Le Blond, Martin Lennon, Hugh Macdonald, Monique McAdams, Ian McAllan, Kenny McCreary, Mark McGeever, Jim McGuigan, Davie McLachlan, Lynne Nailon, Mo Razzaq, Collette Stevenson, Margaret B Walker, Jared Wark, David Watson, Josh Wilson

Substitutes

Alex Allison, Jackie Burns, Stephanie Callaghan, Margaret Cowie, Mary Donnelly, Fiona Dryburgh, Allan Falconer, Geri Gray, Eric Holford, Mark Horsham, Colin McGavigan, Richard Nelson, Graham Scott, Jim Wardhaugh,

BUSINESS

- | | | |
|----------|--|--------|
| 1 | Declaration of Interests | |
| 2 | Minutes of Previous Meeting
Minutes of the Community and Enterprise Resources Committee held on 6 March 2018 submitted for approval as a correct record. (Copy attached) | 5 - 12 |

	Monitoring Item(s)	
3	Community and Enterprise Resources - Revenue Budget Monitoring 2017/2018 Joint report dated 18 April 2018 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources). (Copy attached)	13 - 22
4	Community and Enterprise Resources - Capital Budget Monitoring 2017/2018 Joint report dated 11 May 2018 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources). (Copy attached)	23 - 26
5	Community and Enterprise Resources - Workforce Monitoring - January to March 2018 Joint report dated 12 April 2018 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources). (Copy attached)	27 - 32

	Item(s) for Decision	
6	South Lanarkshire Biodiversity Strategy and Biodiversity Implementation Plan Report dated 30 April 2018 by the Executive Director (Community and Enterprise Resources). (Copy attached)	33 - 36
7	Scottish Government Vacant and Derelict Land Fund Programme 2018/2019 Report dated 30 April 2018 by the Executive Director (Community and Enterprise Resources). (Copy attached)	37 - 42
8	Community Benefit Funds – Renewable Energy Fund - Grant Applications Report dated 30 April 2018 by the Executive Director (Community and Enterprise Resources). (Copy attached)	43 - 48
9	Clyde Gateway Urban Regeneration Company – Approval of a Members Agreement Reserved Matter to Allow Access to Loan Finance Joint report dated 25 April 2018 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources). (Copy attached)	49 - 52
10	New Initiatives – Staffing Implications Joint report dated 2 May 2018 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources). (Copy attached)	53 - 56
11	Food Development - Policy Officer Joint report dated 9 May 2018 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources). (Copy attached)	57 - 60

Item(s) for Noting		
12 Business Support Services Annual Report		61 - 70
Report dated 30 April 2018 by the Executive Director (Community and Enterprise Resources). (Copy attached)		
13 Community Benefit Funds – Annual Report		71 - 78
Report dated 25 April 2018 by the Executive Director (Community and Enterprise Resources). (Copy attached)		
14 Appointment of Public Analysts, Agricultural Analysts and Food Examiners		79 - 82
Report dated 8 May 2018 by the Executive Director (Community and Enterprise Resources). (Copy attached)		
15 Community and Enterprise Resources - Notification of Contracts Awarded - 1 October 2017 to 31 March 2018		83 - 88
Report dated 1 May 2018 by the Executive Director (Community and Enterprise Resources). (Copy attached)		

Urgent Business

16 Urgent Business

Any other items of business which the Chair decides are urgent.

For further information, please contact:-

Clerk Name: Joyce McDonald

Clerk Telephone: 01698 454521

Clerk Email: joyce.mcdonald@southlanarkshire.gov.uk

COMMUNITY AND ENTERPRISE RESOURCES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 6 March 2018

Chair:

Councillor John Anderson

Councillors Present:

Maureen Chalmers, Margaret Cooper, Margaret Cowie (*substitute for Councillor Convery*), Peter Craig, Isobel Dorman (Depute), Joe Fagan, George Greenshields, Graeme Horne, Martin Lennon, Monique McAdams, Ian McAllan, Kenny McCreary, Hugh Macdonald, Mark McGeever, Jim McGuigan, Mo Razzaq, John Ross (*ex officio*), Collette Stevenson, Margaret B Walker, Jared Wark, David Watson, Josh Wilson

Councillors' Apologies:

Gerry Convery, Ann Le Blond, Davie McLachlan, Lynne Nailon

Attending:

Community and Enterprise Resources

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

Finance and Corporate Resources

L Harvey, Finance Manager; J McDonald, Administration Adviser; E McPake, Human Resources Business Partner; L O'Hagan, Finance Manager (Strategy)

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Community and Enterprise Resources Committee held on 12 December 2017 were submitted for approval as a correct record.

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

3 Community and Enterprise Resources - Revenue Budget Monitoring 2017/2018

A joint report dated 6 February 2018 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted comparing actual expenditure at 5 January 2018 against budgeted expenditure for 2017/2018 for Community and Enterprise Resources.

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

The Committee decided:

- (1) that the underspend on the Community and Enterprise Resources' revenue budget of £0.073 million and the forecast to 31 March 2018 of an overspend of £0.684 million be noted; and
- (2) that the budget virements, as detailed in Appendices B to F of the report, be approved.

[Reference: Minutes of 12 December 2017 (Paragraph 3)]

4 Community and Enterprise Resources - Capital Budget Monitoring 2017/2018

A joint report dated 31 January 2018 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted advising of progress on the Community and Enterprise Resources' capital programme 2017/2018 and summarising the expenditure position at 5 January 2018.

The Committee decided: that the report be noted.

[Reference: Minutes of 12 December 2017 (Paragraph 4)]

5 Community and Enterprise Resources - Workforce Monitoring - November and December 2017

A joint report dated 23 January 2018 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the following employee information for Community and Enterprise Resources for the period November and December 2017:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers
- ◆ Staffing Watch as at 9 December 2017

The Committee decided: that the report be noted.

[Reference: Minutes of 12 December 2017 (Paragraph 5)]

6 West of Scotland Loan Fund and Business Loans Scotland

A report dated 14 February 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the Council's membership of the West of Scotland Loan Fund Limited and Business Loans Scotland Limited.

The Council was a member of the West of Scotland Loan Fund together with the 11 other unitary authorities in the West of Scotland and it was considered that a significant number of local businesses had benefited greatly from the availability of loans from the fund. However, the opportunity had now arisen for the Council to access additional funds to undertake wider business support initiatives.

In order to support access to the additional funds, the current Articles of Association required to be amended with agreement from all 12 unitary authorities. It was proposed that the amendment to the current Articles of Association to allow access to legacy funds from the West of Scotland Loan Fund Limited to support business growth be approved.

A summary of the key features associated with the additional funds were provided in the report.

The Committee decided: that, subject to the approval of the 11 other member authorities, the amendment to the Articles of Association to enable legacy funds from the West of Scotland Loan Fund Limited to be accessed be approved.

7 South Lanarkshire Park and Ride Strategy - Consultative Draft

A report dated 20 February 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the Park and Ride Strategy Consultative Draft for South Lanarkshire.

In line with the commitment within the South Lanarkshire Council Transport Strategy 2013 to 2023 to facilitate sustainable multi modal journeys, the Park and Ride Strategy Consultative Draft had been developed.

The aim of the Strategy was to provide a future park and ride investment strategy and framework for continued progress in developing park and ride priorities and infrastructure to manage the existing and emerging demands.

It was proposed that the Park and Ride Strategy Consultative Draft for South Lanarkshire be approved and made available for consultation for a period of 8 weeks, following which the finalised Strategy would be submitted to a future meeting of the Committee for approval.

The Committee decided:

- (1) that the Park and Ride Strategy Consultative Draft for South Lanarkshire be approved and published for consultation for a period of 8 weeks;
- (2) that, following the period of consultation, the finalised Strategy be submitted to a future meeting of the Committee for approval; and
- (3) that the Head of Roads and Transportation Services be authorised to make drafting and technical changes to the Strategy prior to its publication.

8 Proposed Policy on Balloon and Sky Lantern Releases

A report dated 12 February 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the introduction of a policy on the release of balloons and sky lanterns.

The National Farmers' Union Scotland had launched a campaign to ban the use of lanterns and helium balloons on council owned land or at events supported by councils due to the danger they posed to animals.

In order to support this, it was proposed that the use of helium filled balloons and sky lanterns at Council events be prohibited, as detailed in the policy document attached as an appendix to the report.

The Committee decided: that the Release of Balloons and Sky Lanterns Policy, as detailed in the appendix to the report, be endorsed.

The Committee recommended to the Executive Committee: that the Release of Balloons and Sky Lanterns Policy, as detailed in the appendix, be approved and published on the Council's website.

9 Naming of Replacement Facility for Ballgreen Hall/Strathaven Library

A report dated 14 February 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the naming of the new build facility which was located on the site of the former St Patrick's Primary School and would replace the former primary school and Ballgreen Hall/Strathaven Library, Strathaven.

Following a consultation exercise in respect of the naming of the new facility and its individual rooms, it was proposed that the new facility be known as the Avondale Community Wing and that the individual rooms within the facility be named as follows:-

- ◆ Main Hall to be known as the Powmillon Hall
- ◆ Lesser Hall to be known as the Kype Hall
- ◆ Committee Room 1 to be known as the Calder Room
- ◆ Committee Room 2 to be known as the Goodsburn Room

The Committee decided:

- (1) that the new community facility, located on the site of the former St Patrick's Primary School, Strathaven, be known as the Avondale Community Wing; and
- (2) that the proposed names, as detailed above, for the individual rooms within the new community facility be approved.

10 Collections Development Policy 2018 to 2023

A report dated 21 February 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the Collections Development Policy for the period 2018 to 2023.

The Collections Agreement between the Council, South Lanarkshire Leisure and Culture Limited and South Lanarkshire Leisure Trading was implemented prior to the transfer of the museum service to South Lanarkshire Leisure and Culture in 2010 to provide the museum service with authorisation to manage the collections on behalf of the Council.

The current Collections Development Policy 2013 to 2018 was due for renewal and the proposed Collections Development Policy 2018 to 2023, attached as an appendix to the report, had taken account of the Audit Scotland action relating to the inventory of heritable assets.

The Committee decided: that the Collections Development Policy for 2018 to 2023, as detailed in the appendix to the report, be endorsed.

The Committee recommended to the Executive Committee: that the Collections Development Policy 2018 to 2023, as detailed in the appendix, be approved and published on the Council's website.

[Reference: Minutes of the Executive Committee of 25 September 2013 (Paragraph 16)]

11 Bikeability Scotland Programme

A joint report dated 13 February 2018 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the staffing proposals associated with the delivery of Bikeability Scotland.

Bikeability Scotland formed part of the Scottish Government's Cycle Action Plan for Scotland (CAPS) and aligned to the national standard for Cycle Training. Bikeability Scotland training was predominantly delivered within primary schools to develop bicycle control and on-road skills and was supported by Roads and Transportation Services.

It was proposed that a 0.6 full time equivalent (FTE) temporary post of Bikeability Coordinator on Grade 2, Level 2, SCP 36-40 (£12,110 to £12,832) for a fixed term of 1 year be established within Roads and Transportation Services.

The costs associated with the establishment of the above post would be met from the £19,000 funding provided by Cycling Scotland.

The Committee decided: that the establishment of a 0.6 (FTE) temporary post of Bikeability Coordinator within Roads and Transportation Services to maintain the delivery of Bikeability Scotland, as detailed above, be approved.

12 Scottish Government Regeneration Capital Grant Fund - Update on Proposal to Create a Rural Development Centre

A report dated 20 February 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the delivery of a Rural Development Centre within Lanark.

The Council had submitted a successful application to the Scottish Government's Regeneration Capital Grant Fund (RCGF) and had received £1 million to support the development of a Clydesdale Rural Development Centre in Lanark.

A number of sites had been identified, however, due to the timescales involved, the stone rotunda building on the edge of Braidfute Retail Park, Lanark was identified as the only viable option.

It was proposed that the Council enter into a lease with Arianna Properties Limited to create business space to form a Rural Development Centre within the existing stone rotunda at Braidfute Retail Park, Lanark.

The Committee decided: that the Head of Planning and Economic Development, in consultation with the Head of Administration and Legal Services, be authorised to enter into a lease agreement with Arianna Properties Limited, on the terms and conditions detailed in the report and such other terms and conditions which were in the best interests of the Council, to create business space to form a Rural Development Centre within the existing stone rotunda building at Braidfute Retail Park, Lanark.

13 Strathaven Conservation Area Regeneration Scheme (CARS) - Grant Application

A report dated 6 February 2018 by the Executive Director (Community and Enterprise Resources) was submitted on an application to the Strathaven Conservation Area Regeneration Scheme (CARS).

It was proposed that a grant of up to £82,858.40 towards eligible costs associated with the external fabric improvements, including shop front works, at 15 Green Street, Strathaven be awarded to Fong Tang (Trading as Hoo Wah Cantonese and Peking Cuisine Carry Out), subject to the applicant providing written confirmation that all other additional funding for the project had been secured.

The Committee decided: that Fong Tang (Trading as Hoo Wah Cantonese and Peking Cuisine Carry Out) be awarded a grant of up to £82,858.40 towards eligible costs associated with the external fabric improvements, including shopfront works, at 15 Green Street, Strathaven, subject to the applicant providing written confirmation that all other funding for the project had been secured.

14 Hamilton Town Centre Strategy and Action Plan

A report dated 19 February 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the consultative draft document which had been prepared by external consultants for Hamilton Town Centre.

It was recognised that the traditional function of a retail town centre needed to change in order to meet the needs and expectations of modern communities. In this regard, external consultants had been commissioned to undertake a study of Hamilton Town Centre, with a view to developing a Strategic Action Plan for Hamilton.

As a result of the study, the consultative draft Hamilton Town Centre Strategy and Action Plan, attached as an appendix to the report, had been prepared. It was proposed that the consultative draft be published and made available for consultation for a period of 8 weeks, following which the finalised Strategy would be submitted to a future meeting of the Committee for approval.

In addition, it was proposed that Scotland's Town's Partnership be commissioned to produce a Town Centre Audit and Action Plan, in consultation with community groups, for Blantyre, Cambuslang and Larkhall.

The Committee decided:

- (1) that the consultative draft Hamilton Town Centre Strategy and Action Plan, attached as an appendix to the report, be published for consultation for a period of 8 weeks;
- (2) that, following the period of consultation, the Hamilton Town Centre Strategy and Action Plan be submitted to a future meeting of the Committee for approval;
- (3) that the Head of Planning and Economic Development be authorised to make drafting and technical changes to the Plan prior to its publication; and
- (4) that Scotland's Town's Partnership be commissioned to produce a Town Centre Audit and Action Plan, in consultation with community groups as appropriate, for Blantyre, Cambuslang and Larkhall.

15 Delivery of Feed Official Controls

A report dated 13 February 2018 by the Executive Director (Community and Enterprise Resources) was submitted on the future delivery of Feed Official Controls.

Section 67 of the Agriculture Act 1970 (UK Act) placed a statutory duty on local authorities to enforce this legislation and associated regulations relating to the control of animal feedstuffs and their composition and supply.

Following a consultation undertaken by Food Standards Scotland (FSS) in relation to feed enforcement, it was proposed that the Council's Environmental Services enter into discussions with FSS regarding the establishment of a Nominated Feed Authority for the future delivery of Feed Official Controls.

The Committee decided:

- (1) that the Head of Fleet and Environmental Services be authorised to enter into discussions with Food Standards Scotland in relation to the establishment of a Nominated Feed Authority for the future delivery of Feed Official Controls; and
- (2) that a report on the outcome of the discussions be submitted to a future meeting of the Committee.

16 Tanker Applied Roads Surface Coatings Contract

A joint report dated 20 February 2018 by the Executive Directors (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the negotiation of a contract for Tanker Applied Roads Surface Coatings.

It was proposed that, in terms of Regulation 13 of the Public Contracts (Scotland) Regulations 2015, a contract for Tanker Applied Roads Surface Coatings be negotiated with Scottish Borders Council for a period of 5 years with an annual break clause.

The Committee decided: that a contract for Tanker Applied Roads Surface Coatings be negotiated with Scottish Borders Council for a period of 5 years with an annual break clause.

17 Urgent Business

There were no items of urgent business.

Report

3

Report to: **Community and Enterprise Resources Committee**
 Date of Meeting: **22 May 2018**
 Report by: **Executive Director (Finance and Corporate Resources) and Executive Director (Community and Enterprise Resources)**

Subject: **Community and Enterprise Resources - Revenue Budget Monitoring 2017/2018**

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 2017 to 2 March 2018 for Community and Enterprise Resources
- ♦ provide a forecast for the year to 31 March 2018.

2. Recommendation(s)

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

- (1) that the overspend of £0.588million on the Community and Enterprise Resources revenue budget, as detailed in appendix A of the report and the forecast to 31 March 2018 of an overspend of £0.684million, be noted; and
- (2) that the proposed budget virements be approved.

3. Background

- 3.1. This is the fifth revenue budget monitoring report presented to the Community and Enterprise Resources Committee for the financial year 2017/2018.
- 3.2. The report details the financial position for Community and Enterprise Resources in appendix A and the individual services' reports in appendices B to F, including variance explanations.

4. Employee Implications

4.1. None

5. Financial Implications

- 5.1. As at 2 March 2018, there is an overspend of £0.588m against the phased budget. The forecast for the revenue budget to 31 March 2018 is an overspend of £0.684m. This overspend primarily relates to the cost of Winter Maintenance and will be managed within the overall Council position.
- 5.2. The outturn position also includes proposed transfers to reserves totalling £0.318m in respect of the Crematorium (£0.050m), Cashless Meals System (£0.060m), Energy Academy (£0.074m) and Youth Employment Initiative Phase 2 funding for projects carrying forward into future years (£0.134m).

- 5.3. Virements are proposed to realign budgets across budget categories and with other Resources. These movements are detailed in the appendices B to F of this report.
- 5.4. The figures included in Appendix F take us to 2 March 2018. As reported to the Executive Committee on 28 March 2018, the Bellwin Scheme had been activated and at that time, it was anticipated that the Council would be able to reclaim eligible costs, above its allocated threshold of £1.352 million, in respect of the recent inclement weather.
- 5.5. On 6 April 2018, COSLA received correspondence from the Scottish Government recognising councils' efforts in responding to the exceptional weather. The letter also recognised that councils have faced financial pressures to deal with the damage caused to the roads network, and confirmed that an additional £10 million will be shared equitably across all councils. This funding is in place of the Bellwin Scheme and no further payments will be made.
- 5.6. The Scottish Government has confirmed the Council's share of the £10 million, being £0.509 million. The funding will be provided through Transport Scotland. This funding is significantly less than the additional costs experienced this winter.
- 5.7. It is estimated that the net cost of winter this year will be approximately £7.2 million. This is £1.5 million higher than the estimate of £5.7 million included within the probable outturn position. This additional £1.5 million will be funded from a draw from the Winter Maintenance Reserve (£0.500 million), the £0.509 million allocation from the Scottish Government (5.6 above) and the balance from the overall Council position due to the improved outturn anticipated.
- 6. Other Implications**
- 6.1. The main risk associated with the Council's Revenue Budget is that there is an overspend. The risk has been assessed as low given the detailed budget management applied across the Resources. The risk is managed through four weekly Budget Monitoring Meetings at which any variance is analysed. In addition, the probable outturn exercise ensures early warning for corrective action to be taken where appropriate.
- 6.2. There are no implications for sustainability in terms of the information contained in this report.
- 7. Equality Impact Assessment and Consultation Arrangements**
- 7.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.
- 7.2. There is also no requirement to undertake any consultation in terms of the information contained in this report.

Paul Manning
Executive Director (Finance and Corporate Resources)

Michael McGlynn
Executive Director (Community and Enterprise Resources)

18 April 2018

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, Effective, Efficient and Transparent

Previous References

- ◆ None

List of Background Papers

- ◆ Financial ledger and budget monitoring results to 2 March 2018.

Contact for Further Information

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

Louise Harvey, Finance Manager

Ext: 2658 (Tel: 01698 452658)

E-mail: louise.harvey@southlanarkshire.gov.uk

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Community and Enterprise Resources: Period Ended 2 March 2018 (No.13)

Community and Enterprise Resources Summary

Budget Category	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 02/03/18	Actual 02/03/18	Variance 02/03/18		% Variance 02/03/18	Note
	£000	£000	£000	£000	£000	£000			
Employee Costs	63,809	62,826	983	57,414	56,453	961	under	1.7%	
Property Costs	3,985	3,878	107	3,417	3,378	39	under	1.1%	
Supplies & Services	8,264	8,730	(466)	6,275	6,813	(538)	over	(8.6%)	
Transport & Plant	7,800	8,158	(358)	7,129	7,435	(306)	over	(4.3%)	
Administration Costs	867	1,096	(229)	791	1,042	(251)	over	(31.7%)	
Payments to Other Bodies	11,896	11,859	37	9,238	9,191	47	under	0.5%	
Payments to Contractors	56,991	57,397	(406)	48,788	49,421	(633)	over	(1.3%)	
Transfer Payments	586	575	11	586	575	11	under	1.9%	
Financing Charges	180	151	29	175	183	(8)	over	(4.6%)	
Total Controllable Exp.	154,378	154,670	(292)	133,813	134,491	(678)	over	(0.5%)	
Total Controllable Inc.	(34,243)	(33,851)	(392)	(27,162)	(27,252)	90	over recovered	0.3%	
Net Controllable Exp.	120,135	120,819	(684)	106,651	107,239	(588)	over	(0.6%)	

Variance Explanations

Detailed within Appendices B to F.

Budget Virements

Budget virements are shown in Appendices B to F.

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Community and Enterprise Resources: Period Ended 2 March 2018 (No.13)

Facilities, Streets and Waste (including Support)

Budget Category	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 02/03/18	Actual 02/03/18	Variance 02/03/18		% Variance 02/03/18	Note
	£000	£000	£000	£000	£000	£000			
Employee Costs	48,919	48,331	588	44,032	43,437	595	under	1.4%	1
Property Costs	2,441	2,473	(32)	2,111	2,207	(96)	over	(4.5%)	2, a
Supplies & Services	6,498	6,741	(243)	5,212	5,564	(352)	over	(6.8%)	3
Transport & Plant	7,327	7,714	(387)	6,723	7,058	(335)	over	(5.0%)	4
Administration Costs	276	271	5	225	253	(28)	over	(12.4%)	
Payments to Other Bodies	30	38	(8)	28	36	(8)	over	(28.6%)	
Payments to Contractors	14,844	15,032	(188)	13,967	14,047	(80)	over	(0.6%)	5
Transfer Payments	0	0	0	0	0	0	-	n/a	
Financing Charges	82	66	16	78	92	(14)	over	(17.9%)	
Total Controllable Exp.	80,417	80,666	(249)	72,376	72,694	(318)	over	(0.4%)	
Total Controllable Inc.	(17,681)	(17,691)	10	(16,472)	(16,610)	138	over recovered	0.8%	6,a
Net Controllable Exp.	62,736	62,975	(239)	55,904	56,084	(180)	over	(0.3%)	

Variance Explanations

1. The variance is mainly due to vacancies within the service due to turnover and timing of recruitment, partially offset by overtime costs.
2. The overspend relates to rates associated with a civic amenity site, Muttonhole Road.
3. The overspend in supplies & services relates mainly to greater than anticipated expenditure within Waste for bins and Grounds for material for capital service requests which is offset by an over recovery of income.
4. The overspend reflects the timing of the reduction in the number of operational vehicles required.
5. The overspend is mainly due to works being carried out on allotments and an increase in service requests within Grounds which is offset by additional income.
6. The over recovery of income mainly relates to greater than budgeted income within Grounds due to additional service requests of a capital nature.

Budget Virements

- a. Concierge Cleaning Contract – Hamilton Accies. Net Effect £0.000m: Property Costs £0.036m and Income (£0.036m)

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Community and Enterprise Resources: Period Ended 2 March 2018 (No.13)

Environmental (Incl Projects)

Budget Category	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 02/03/18	Actual 02/03/18	Variance 02/03/18		% Variance 02/03/18	Note
	£000	£000	£000	£000	£000	£000			
Employee Costs	3,985	3,717	268	3,588	3,335	253	under	7.1%	1
Property Costs	13	14	(1)	13	16	(3)	over	(23.1%)	
Supplies & Services	155	166	(11)	131	144	(13)	over	(9.9%)	
Transport & Plant	168	144	24	162	133	29	under	17.9%	
Administration Costs	211	357	(146)	208	381	(173)	over	(83.2%)	2
Payments to Other Bodies	177	132	45	166	122	44	under	26.5%	
Payments to Contractors	809	813	(4)	630	601	29	under	4.6%	
Transfer Payments	0	0	0	0	0	0	-	n/a	
Financing Charges	25	20	5	25	19	6	under	24.0%	
Total Controllable Exp.	5,543	5,363	180	4,923	4,751	172	under	3.5%	
Total Controllable Inc.	(1,001)	(962)	(39)	(817)	(780)	(37)	under recovered	(4.5%)	
Net Controllable Exp.	4,542	4,401	141	4,106	3,971	135	under	3.3%	

Variance Explanations

1. The variance is mainly due to vacancies within Environmental Services.
2. The variance is due to legal costs.

Budget Virements

There has been no movement in budget since the previous report.

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Community and Enterprise Resources: Period Ended 2 March 2018 (No.13)

Leisure and Culture

Budget Category	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 02/03/18	Actual 02/03/18	Variance 02/03/18		% Variance 02/03/18	Note
	£000	£000	£000	£000	£000	£000			
Employee Costs	4	5	(1)	3	4	(1)	over	(33.3%)	
Property Costs	239	193	46	239	197	42	under	17.6%	1
Supplies & Services	0	0	0	0	0	0	-	n/a	
Transport & Plant	0	0	0	0	0	0	-	n/a	
Administration Costs	8	8	0	8	8	0	-	0.0%	
Payments to Other Bodies	71	74	(3)	28	28	0	-	0.0%	
Payments to Contractors	18,443	18,443	0	18,441	18,441	0	-	0.0%	
Transfer Payments	0	0	0	0	0	0	-	n/a	
Financing Charges	0	0	0	0	0	0	-	n/a	
Total Controllable Exp.	18,765	18,723	42	18,719	18,678	41	under	0.2%	
Total Controllable Inc.	0	(1)	1	0	0	0	-	n/a	
Net Controllable Exp.	18,765	18,722	43	18,719	18,678	41	under	0.2%	

Variance Explanations

- The variance is due to lower than anticipated property costs for East Kilbride ice rink.

Budget Virements

There has been no movement in budget since the previous report.

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Community and Enterprise Resources: Period Ended 2 March 2018 (No.13)

Planning and Economic Development

Budget Category	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 02/03/18	Actual 02/03/18	Variance 02/03/18		% Variance 02/03/18	Note
	£000	£000	£000	£000	£000	£000			
Employee Costs	5,227	5,295	(68)	4,699	4,772	(73)	over	(1.6%)	1
Property Costs	531	526	5	418	415	3	under	0.7%	
Supplies & Services	56	101	(45)	52	75	(23)	over	(44.2%)	
Transport & Plant	29	48	(19)	27	46	(19)	over	(70.4%)	2
Administration Costs	93	103	(10)	86	97	(11)	over	(12.8%)	
Payments to Other Bodies	6,149	6,163	(14)	3,547	3,553	(6)	over	(0.2%)	a
Payments to Contractors	3,417	3,417	0	815	815	0	-	0.0%	
Transfer Payments	0	0	0	0	0	0	-	n/a	
Financing Charges	33	22	11	32	28	4	under	12.5%	
Total Controllable Exp.	15,535	15,675	(140)	9,676	9,801	(125)	over	(1.3%)	
Total Controllable Inc.	(10,870)	(10,525)	(345)	(6,452)	(6,470)	18	over recovered	0.3%	a
Net Controllable Exp.	4,665	5,150	(485)	3,224	3,331	(107)	over	(3.3%)	

Variance Explanations

1. The overspend relates to current establishment of staffing.
2. The overspend is due to the cost of transport for business purposes.

Budget Virements

- a. Establish temporary budget for Smarter Choices Smarter Places funding. Net Effect £0.000m: Payment to Other Bodies £0.284m and Income (£0.284m).

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Community and Enterprise Resources: Period Ended 2 March 2018 (No.13)

Roads Total

Budget Category	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 02/03/18	Actual 02/03/18	Variance 02/03/18		% Variance 02/03/18	Note
	£000	£000	£000	£000	£000	£000			
Employee Costs	5,674	5,478	196	5,092	4,905	187	under	3.7%	1
Property Costs	761	672	89	636	543	93	under	14.6%	
Supplies & Services	1,555	1,722	(167)	880	1,030	(150)	over	(17.0%)	2
Transport & Plant	276	252	24	217	198	19	under	8.8%	
Administration Costs	279	357	(78)	264	303	(39)	over	(14.8%)	
Payments to Other Bodies	5,469	5,452	17	5,469	5,452	17	under	0.3%	
Payments to Contractors	19,478	19,692	(214)	14,935	15,517	(582)	over	(3.9%)	3,a
Transfer Payments	586	575	11	586	575	11	under	1.9%	
Financing Charges	40	43	(3)	40	44	(4)	over	(10.0%)	
Total Controllable Exp.	34,118	34,243	(125)	28,119	28,567	(448)	over	(1.6%)	
Total Controllable Inc.	(4,691)	(4,672)	(19)	(3,421)	(3,392)	(29)	under recovered	(0.8%)	4,a
Net Controllable Exp.	29,427	29,571	(144)	24,698	25,175	(477)	over	(1.9%)	

Variance Explanations

1. The underspend mainly relates to staff turnover savings, and vacancies are considered as part of future service delivery.
2. The overspend is due to higher than anticipated electrical power costs for Street Lighting, as a result of price increases.
3. The overspend is due to higher than anticipated winter maintenance costs which is partially offset by continued savings resulting from the Street Lighting Improvement Programme.
4. The under recovery is due to reduced income from car parks.

Budget Virements

- a. Transfer of construction consent income to establish temporary budget for increased winter maintenance. Net Effect £0.000m: Payment to Contractors £0.580m and Income (£0.580m).

Report

4

Report to: **Community and Enterprise Resources Committee**
 Date of Meeting: **22 May 2018**
 Report by: **Executive Director (Finance and Corporate Resources)**
Executive Director (Community and Enterprise Resources)

Subject: **Community and Enterprise Resources - Capital Budget Monitoring 2017/2018**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide information on the progress of the capital programme for Community and Enterprise Resources for the period 1 April 2017 to 2 March 2018.

2. Recommendation(s)

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

- (1) that the Community and Enterprise Resources' capital programme of £30.850 million and expenditure to date of £18.698 million be noted.

3. Background

3.1. This is the fifth capital monitoring report presented to the Community and Enterprise Resources Committee for the financial year 2017/2018. Further reports will follow throughout the year.

3.2. The budget reflects the approved programme for the year which was approved by the Council at its meeting on 16 February 2017, exceptions approved during 2016/2017 and monies carried forward for projects from 2016/2017. It also includes budget adjustments approved by the Executive Committee during 2017/2018 up to and including its meeting on 16 May 2018.

3.3. The report details the financial position for Community and Enterprise Resources in total in Appendix A.

4. Employee Implications

4.1. None

5. Financial Implications

5.1. The total capital programme for Community and Enterprise Resources for 2017/2018 is £30.850 million. This budget reflects adjustments approved by the Executive Committee during 2017/2018, up to and including its meeting on 16 May 2018.

5.2. 2017/2018 Outturn

Work has been ongoing to clarify the predicted spend position for this financial year and current estimates from Community and Enterprise Resources suggest an outturn of £22.655 million. This is an underspend of £8.195 million and reflects slippage anticipated in a number of projects including the Vacant and Derelict Land projects at Glen Esk and Shawfield (£1.3m), City Deal Community Growth Area projects (£1.1m), installation of LED's as part of the Street Lighting Programme (£2m) and the Roads Improvement Programme (£1.2m). For all of these projects this reflects the expected timing of project spend and funding will carry forward into next financial year.

- 5.3. Anticipated spend to date was £22.574 million with £18.698 million of expenditure being incurred (60.61% of full budget). This represents expenditure of £3.876 million behind profile and this is mainly due to the reasons covered at 5.2 above.

6. Other Implications

- 6.1. The main risk associated with the Council's Capital Programme is that there is an overspend. The risk has been assessed as low given the detailed project management plans prepared and monitored for each project. The risk of an overspend is managed through four weekly Investment Management Meetings.
- 6.2. There are no implications for sustainability in terms of the information contained in this report.

7. Equality Impact Assessment and Consultation Arrangements

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

Paul Manning

Executive Director (Finance and Corporate Resources)

Michael McGlynn

Executive Director (Community and Enterprise Resources)

11 May 2018

Link(s) to Council Values/Ambitions/Objectives

- ♦ Accountable, Effective, Efficient and Transparent

Previous References

- ♦ Executive Committee 16 May 2018

List of Background Papers

- ♦ Financial ledger to 2 March 2018

Contact for Further Information

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

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**South Lanarkshire Council
Capital Expenditure 2017-2018
Community and Enterprise Resources Programme
For Period 1 April 2017 – 2 March 2018**

<u>Community and Enterprise Resources</u>	Budget £000	Budget b/f £000	Total Original Budget £000	Budget Adjustments £000	Slippage £000	Total Budget £000	Budget to Date £000	Actual Expenditure £000
Fleet and Environmental	0	515	515	0	0	515	294	356
Facilities, Waste and Grounds	3,172	2,357	5,529	(1,731)	(556)	3,242	1,174	923
SLL and Cultural	444	519	963	95	(400)	658	72	223
Support Services	0	594	594	14	(350)	258	18	87
Regeneration	12,922	(7,615)	5,307	525	(75)	5,757	4,119	2,800
Roads	35,636	(11,715)	23,921	1,174	(4,675)	20,420	16,897	14,309
RESOURCE TOTAL	52,174	(15,345)	36,829	77	(6,056)	30,850	22,574	18,698

Report

5

Report to: **Community and Enterprise Resources Committee**
 Date of Meeting: **22 May 2018**
 Report by: **Executive Director (Finance and Corporate Resources)**
Executive Director (Community and Enterprise Resources)

Subject: **Community and Enterprise Resources – Workforce Monitoring – January to March 2018**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for January to March 2018 relating to Community and Enterprise Resources

2. Recommendation(s)

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

(1) that the following employment information for January to March 2018 relating to Community and Enterprise Resources be noted:-

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

3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to Committee. This report for Community and Enterprise Resources provides information on the position for January to March 2018.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of March 2018 for Community and Enterprise Resources.

The Resource absence figure for March 2018 was 5.6%, a decrease of 0.5 when compared to the previous month and is 0.9% higher than the Council-wide figure. Compared to March 2017, the Resource absence figure has increased by 0.2%.

Based on the absence figures at March 2018 and annual trends, the annual average absence for the Resource for 2017/2018 is 5.2%, compared to a Council-wide average figure of 4.2%.

For the financial year 2017/2018, the average days lost per employee within the Resource equates to 13.2 days, compared with the overall figure for the Council of 10.1 days per employee.

4.2. Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 402 referrals were made this period. This represents an increase of 11 when compared with the same period last year.

4.3. Accident/Incident Statistics

There were 39 accidents/incidents recorded within the Resource this period, an increase of 3 when compared to the same period last year.

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

During the period, 30 disciplinary hearings were held within the Resource, a decrease of 1 when compared to last year. One appeal was heard by the Appeals Panel. One grievance hearing was held within the Resource. This figure has increased by 1 when compared to the same period last year. No Dignity at Work hearings were held within the Resource. This figure remains unchanged when compared to the same period last year.

4.5. Analysis of Leavers (Appendix 2)

There were 28 leavers in the Resource this period, a decrease of 10 when compared with the same period last year. No exit interviews were conducted.

5 Employee Implications

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

6. Financial Implications

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

7. Other Implications

- 7.1. There are no implications for sustainability or risk 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 was no requirement to undertake any consultation in terms of the information contained in this report.

Paul Manning
Executive Director (Finance and Corporate Resources)

Michael McGlynn
Executive Director (Community and Enterprise Resources)

12 April 2018

Link(s) to Council Values/Ambitions/Objectives

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

Previous References

- ◆ Community and Enterprise Resources – 6 March 2018

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

ABSENCE TRENDS - 2015/2016, 2016/2017 & 2017/2018
Community and Enterprise Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018				
April	1.7	4.0	3.9	April	4.2	5.8	5.2	April	3.8	5.3	4.8	April	3.8	4.3	3.9				
May	2.6	4.2	4.4	May	4.4	5.6	5.7	May	4.1	5.2	5.4	May	3.9	4.4	4.2				
June	2.3	3.4	4.2	June	4.5	5.5	5.1	June	4.1	4.9	4.9	June	3.5	4.1	3.9				
July	2.4	2.5	3.4	July	3.9	4.4	4.2	July	3.6	3.9	4.0	July	2.9	3.3	3.0				
August	3.3	2.9	3.6	August	4.5	5.0	4.5	August	4.2	4.4	4.3	August	3.3	3.6	3.2				
September	2.3	4.4	3.4	September	5.2	5.6	5.0	September	4.7	5.3	4.8	September	3.8	4.1	4.0				
October	5.4	4.8	3.8	October	5.3	5.8	5.6	October	5.3	5.5	5.3	October	4.1	4.4	4.1				
November	3.5	5.5	4.5	November	6.1	6.7	6.2	November	5.6	6.4	5.9	November	4.7	4.9	4.8				
December	2.5	5.3	3.6	December	6.5	6.2	6.4	December	5.7	6.0	5.9	December	4.7	4.9	5.1				
January	3.2	4.4	3.0	January	6.3	5.7	6.3	January	5.7	5.4	5.7	January	4.6	4.5	5.0				
February	3.0	4.5	3.0	February	6.5	6.4	6.8	February	6.0	5.9	6.1	February	5.0	5.0	5.0				
March	4.1	4.2	3.4	March	6.5	5.9	6.1	March	5.9	5.4	5.6	March	5.2	4.7	4.7				
Annual Average	3.0	4.2	3.7	Annual Average	5.3	5.7	5.6	Annual Average	4.9	5.3	5.2	Annual Average	4.1	4.4	4.2				
Average Apr-Mar	3.0	4.2	3.7	Average Apr-Mar	5.3	5.7	5.6	Average Apr-Mar	4.9	5.3	5.2	Average Apr-Mar	4.1	4.4	4.2				
No of Employees at 31 March 2018				561	No of Employees at 31 March 2018				2739	No of Employees at 31 March 2018				3300	No of Employees at 31 March 2018				15012

For the financial year 2017/18, the average days lost per employee equates to 13.2 days.

COMMUNITY AND ENTERPRISE RESOURCES

	Jan-Mar 2017	Jan-Mar 2018
MEDICAL EXAMINATIONS		
Number of Employees Attending	130	132
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	49	45
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	140	148
REFERRALS TO EMPLOYEE SUPPORT OFFICER	62	69
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	10	8
TOTAL	391	402

CAUSE OF ACCIDENTS/INCIDENTS	Jan-Mar 2017	Jan-Mar 2018
Specified Injuries*	0	1
Over 7 day absences	9	9
Over 3 day absences**	0	5
Minor	17	17
Near Miss	5	0
Violent Incident: Physical****	1	2
Violent Incident: Verbal*****	4	5
Total Accidents/Incidents	36	39

*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.

**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.

***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.

****Physical violent incidents are included in the "Specified" figures, where applicable, to provide the "Total Specified" figures.

****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.

****Physical Violent Incidents and ***** Verbal Violent Incidents are included in the "Minor" figures, where applicable, to provide the "Total Minor" figures.

RECORD OF DISCIPLINARY HEARINGS	Jan-Mar 2017	Jan-Mar 2018
Total Number of Hearings	31	30
Total Number of Appeals	0	1

Time Taken to Convene Hearing Jan-Mar 2018

0-3 Weeks
20

4-6 Weeks
3

Over 6 Weeks
7

RECORD OF GRIEVANCE HEARINGS	Jan-Mar 2017	Jan-Mar 2018
Number of Grievances	0	1
Still in Progress	0	1

RECORD OF DIGNITY AT WORK	Jan-Mar 2017	Jan-Mar 2018
Number of Incidents	0	0

ANALYSIS OF REASONS FOR LEAVING	Jan-Mar 2017	Jan-Mar 2018
Number of Exit Interviews conducted	0	0

Total Number of Leavers Eligible for Exit Interview	38	28
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Percentage of interviews conducted	0%	0%
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Report

6

Report to:	Community and Enterprise Resources Committee
Date of Meeting:	22 May 2018
Report by:	Executive Director (Community and Enterprise Resources)

Subject:	South Lanarkshire Biodiversity Strategy and Biodiversity Implementation Plan
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1. Purpose of Report

1.1. The purpose of the report is to:

- ♦ advise Committee on the development of a new South Lanarkshire Biodiversity Strategy and the Biodiversity Implementation Plan.

2. Recommendation(s)

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

- (1) that the South Lanarkshire Biodiversity Strategy 2018 to 2022 and the associated Biodiversity Implementation Plan 2018 to 2022 be endorsed;
- (2) that the matter be referred to the Executive Committee for approval; and
- (3) that, following approval by the Executive Committee, the South Lanarkshire Biodiversity Strategy and the Biodiversity Implementation Plan be published.

3. Background

- 3.1. The South Lanarkshire Biodiversity Strategy is produced on behalf of the South Lanarkshire Biodiversity Partnership and sets an agreed framework for furthering the conservation of biodiversity across South Lanarkshire.
- 3.2. The Partnership brings together various groups including Government agencies, advisory bodies and Non-Governmental Organisations with an interest in biodiversity in South Lanarkshire. Key partners include Forestry Commission Scotland, Scottish Natural Heritage and Central Scotland Green Network Trust.
- 3.3. The Council has a significant influence on biodiversity as a major landowner, as a Planning Authority and through the impacts of its wider service delivery. Direct Council delivery against the South Lanarkshire Biodiversity Strategy is managed and monitored through the Council's Biodiversity Implementation Plan (BDIP).
- 3.4. The existing South Lanarkshire Biodiversity Strategy and associated Biodiversity Implementation Plan were produced in 2010 and are due for refresh. As part of the development of the new documents, the following steps have been completed to date:-
 - ♦ Development of the two strategy documents in association with members of the South Lanarkshire Biodiversity Partnership from January to July 2017
 - ♦ Public consultation for the two strategy documents was from 18 July 2017 to 1 September 2017 – electronic, via the Council's website.

- ◆ Following consultation, the final drafts of the Strategy and BDIP were presented to the Sustainable Development Members/Officer Group on 31 October 2017
- ◆ The Council's report on the "Biodiversity Duty" for the period January 2015 to December 2017 was placed on the Council website in December 2017 and a link was sent to Scottish Government, in line with the required process.

4. South Lanarkshire Biodiversity Strategy and Biodiversity Implementation Plan 2018 to 2022

- 4.1. The Biodiversity Strategy takes a pragmatic and proportionate approach to biodiversity conservation at a landscape scale and with a focus on the natural "ecosystems" that underpin much of human economic sustainability and quality of life. It sets outcomes and actions developed by the South Lanarkshire Biodiversity Partnership. The vision for the South Lanarkshire Biodiversity Strategy remains unchanged from the previous strategy referred to above and states:

The future environment of South Lanarkshire will consist of a suite of robust ecosystems which can adapt to climatic changes without the wide scale breakdown of local ecosystem services, habitat fragmentation and species extinctions. In effect, our vision is: 'Healthy nature, healthy people'

- 4.2. The strategy sets out ten strategic outcomes:

- ◆ Invasive non-native species are monitored and controlled
- ◆ Designated, locally important sites are conserved
- ◆ People have opportunities to connect with nature
- ◆ Freshwater habitats are protected and improved
- ◆ The biodiversity of low lying farmland is improved
- ◆ Peatlands are protected and improved
- ◆ Uplands are managed sustainably
- ◆ The urban environment benefits biodiversity
- ◆ Vacant and derelict land contributes to biodiversity
- ◆ Woodlands are restored and managed

- 4.3. Actions, targets, timescales and responsibilities have been set for each strategic outcome and agreed with delivery partners. These measures will be used to monitor delivery progress.

- 4.4. The Biodiversity Implementation Plan (BDIP) sets out objectives and outcomes that have been agreed with Resource representatives. The BDIP represents the Council's statement of its delivery against the "Biodiversity Duty" and monitoring of the BDIP informs the Council's statutory reporting to the Scottish Government.

- 4.5. The BDIP seeks to place biodiversity objectives clearly in the context of the following core Council objectives as set out in the Council Plan "Connect" and reflects guidance from the Scottish Government:-

- ◆ Improve the quality of the physical environment
- ◆ Develop a sustainable Council and communities
- ◆ Raise educational achievement and attainment
- ◆ Improve and maintain health and increase physical activity
- ◆ Strengthen partnership working, community leadership and engagement
- ◆ Achieve efficient and effective use of resources.

- 4.6. As noted in paragraph 3.4 both documents were subject to public consultation from 18 July to 1 September 2017 and the draft documents were also circulated to stakeholders across the Council, through the Sustainability Partnership Officer's Working Group. Recommendations and changes have been incorporated where appropriate.
- 4.7. Copies of the South Lanarkshire Biodiversity Strategy and Biodiversity Implementation Plan 2018 to 2022 have been placed in the members' libraries for reference prior to Committee.
- 4.8. On approval, the South Lanarkshire Biodiversity Strategy and Biodiversity Implementation Plan 2018 to 2022 will be uploaded onto the Council web site, promoted through Social Media and circulated to partners and relevant bodies.
- 5. Employee Implications**
- 5.1. There are no employee implications associated with delivery of either the Biodiversity Strategy or the BDIP.
- 6. Financial Implications**
- 6.1. There are no additional revenue implications associated with delivery of either the Biodiversity Strategy or the BDIP.
- 7. Strategic Environmental Assessment (SEA).**
- 7.1. The Biodiversity Strategy and BDIP were both submitted for Strategic Environmental Assessment and the Environmental Reports were made available as part of the consultation process.
- 8. Other Implications**
- 8.1. Reporting requirements under the "Biodiversity Duty" have implications for all Resources. Targets and measures set out in the Biodiversity Implementation Plan are agreed with all Resources through their representatives on the Sustainability Officer's Working Group. The Countryside and Greenspace Section offer support and guidance for all Resources and undertake the collation of measures and preparation of the statutory reports.
- 9. Equality Impact Assessment and Consultation Arrangements**
- 9.1. Equality impact assessments were carried out for the SL Biodiversity Strategy and the SLC Biodiversity Implementation Plan.
- 9.2. Both documents, along with their Environmental Statement, have been subject to public consultation from 18 July to 1 September 2017. The draft documents have also been circulated to stakeholders across the Council, through the Sustainability Partnership Officers' Working Group. Recommendations and changes have been incorporated where appropriate.

Michael McGlynn
Executive Director (Community and Enterprise Resources)

30 April 2018

Link(s) to Council Objectives/Ambitions/Values

- ◆ Improve the quality of life of everyone in South Lanarkshire
- ◆ Make communities safer, stronger and sustainable
- ◆ Improve achievement, raise educational attainment and support lifelong learning
- ◆ Encourage participation in physical and cultural activities
- ◆ Work with communities and partners to promote high quality, thriving and sustainable communities
- ◆ Improve achievement, raise educational attainment and support lifelong learning
- ◆ Accountable, effective, efficient and transparent

Previous References

Executive Committee 7 March 2012

List of Background Papers

- ◆ Draft South Lanarkshire Biodiversity Strategy 2018 to 2022
- ◆ Draft South Lanarkshire Council Biodiversity Implementation Plan 2018 to 2022
- ◆ Report on delivery against the Biodiversity Duty 2015-17

Contact for Further Information

If you would like further information, please contact:-

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Report

7

Report to:	Community and Enterprise Resources Committee
Date of Meeting:	22 May 2018
Report by:	Executive Director (Community and Enterprise Resources)

Subject:	Scottish Government Vacant and Derelict Land Fund Programme 2018/2019
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise the Committee of progress made during 2017/2018 in implementing the South Lanarkshire Delivery Plan for the Scottish Government financed Vacant and Derelict Land Fund (VDLF) and to agree the VDLF Programme for 2018/2019.

2. Recommendation(s)

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

- (1) that the progress made during 2017/2018 in delivering the agreed Vacant and Derelict Land Fund Programme in South Lanarkshire be noted; and
- (2) that the allocation of funds in the 2018/2019 Vacant and Derelict Land Fund Delivery Plan, as set out in paragraphs 5.1 to 6.5, be approved.

3. Background

3.1. The Scottish Government allocation to South Lanarkshire for the Vacant and Derelict Land Fund for the financial year 2017/2018 was £1,081,921. A Local Delivery Plan was produced in February 2017 to implement the key objectives of the Vacant and Derelict Land Fund which are to:-

- ◆ tackle long term vacant and derelict land
- ◆ stimulate economic growth and job creation
- ◆ develop a diverse sustainable environment with a focus on temporary and permanent greening
- ◆ support communities to flourish and tackle inequalities

3.2. The Council acknowledges that vacant, derelict and contaminated land acts as a major constraint to the re-development of land and impacts on the quality of life of many residents. The Local Delivery Plan submitted in February 2017 proposed to allocate the VDLF funding to Clyde Gateway URC's Shawfield Phase 2 project which is focused on remediation of sites affected by Chromium VI.

3.3. After a delay, which was due to negotiations between Scottish Government and other VDLF eligible local authorities on grant conditions, the Scottish Government issued the VDLF grant offer on 29 August 2017. On 18 September 2017, Clyde Gateway URC formally advised they would not be in a position to spend the 2017/2018 VDLF grant monies timeously. The Clyde Gateway URC project activity which was expected to take place had been delayed whilst further remediation options were developed and tested and a remediation strategy agreed with SEPA and the Regulator (SLC).

3.4. A revised Local Delivery Plan was prepared and approved by the Community and Enterprise Resources Committee on 12 December 2017. The plan focused on the former land fill site located at Glen Esk, East Kilbride. Scottish Government are being kept informed on the progress of the Glen Esk project to minimise the risks of losing any uncommitted funding when the VDLF end of year return is submitted at the beginning of May 2018.

4. Progress achieved in 2017/2018

4.1. The revised 2017/2018 VDLF Local Delivery Plan focused activities on remediation of contamination, removal of environmental hazards and the potential to develop quality greenspace in the Glen Esk location. Whilst the site offers potential to increase the number of new homes to be developed, it is premature to identify this as an end use until all of the options on site uses, ground conditions and remediation plans are explored.

4.2. From a VDLF perspective, the removal of environmental problems is a key benefit. The re-use of the site then becomes the next priority. The bid is aligned with the VDLF 'greening' priority set out Section 3.1.

4.3. Scottish Government gave Scottish Ministers approval for the revised delivery plan and the VDLF for 2017/2018 is now being utilised to determine the exact nature of the problems at the site and will then seek to address them within the funding available. A masterplanning exercise is to be undertaken to determine what areas are suitable for 'greenspace' type uses and what areas could be 'developable'.

4.4. Following site investigation works which were completed in January 2018, gas monitoring works are in progress. The scope and nature of a further series of site investigation work is being considered. Regular meetings of representatives from Community and Enterprise Resources and Housing and Technical Resources are being held to manage the project implementation.

4.5. It is anticipated that a masterplanning exercise will be undertaken in the early Summer 2018 to confirm what areas will be developed as greenspace, therefore allowing options to be considered for any developable areas. This will result in having a balanced programme which addresses a number of Scottish Government priorities.

5. 2018/2019 Delivery Plan Proposal

5.1. The Scottish Government allocation to South Lanarkshire for the Vacant and Derelict Land Fund for the financial year 2018/2019 is £901,000. Sites that are eligible for VDLF grant support must meet specific criteria. The site must have been vacant and derelict prior to 2000 and be listed on the Vacant and Derelict Land Register. Whilst the South Lanarkshire Vacant and Derelict Land Register contains over 100 long term sites, a limited number are in SLC ownership. A Local Delivery Plan (LDP) has now been produced to implement the key objectives of the Vacant and Derelict Land Fund.

5.2. The 2018/2019 Local Delivery Plan proposes to allocate VDLF funding to the following 3 projects located across South Lanarkshire:-

- ◆ Clyde Gateway URC's Shawfield Phase 2 project which is focused on remediation of sites affected by Chromium VI.
- ◆ The former Milton Brick and Tile Works site, Carluke. The works were opened in 1905 and closed in 1975. A pit associated with the works was subsequently infilled with wastes in the late 1980s and 1990s.
- ◆ The former Millburn Chemical and Oil Works and Millburn Colliery site, Larkhall, which were both next to a railway line (now disused). The Oil Works operated from 1884, producing crude oil made chiefly from dross of main seam common coal. The Colliery site was subject to open cast mining operations until the late 1980s. Pits associated with the works were subsequently infilled with wastes in the 1980s and 1990s.

5.3 The allocation of funding on these projects is proposed as:-

- ◆ £800,000 - Clyde Gateway, Shawfield Phase 2
- ◆ £101,000 - Milton, Carluke and Millburn, Larkhall, with apportionment of expenditure dependent on the result of site investigations

6 Delivery Plan Project Summaries

- 6.1 Shawfield Phase 2 - Clyde Gateway have undertaken site investigations, laboratory trials and site based remediation testing at Shawfield Phase 2 (former Greggs Bakery site) since 2015. A masterplan has also been developed aimed at creating a new spine road and new industrial / business platforms in the location. Remediation of Chromium VI contamination is crucial to the delivery of the scheme. The results of the site investigations have identified a number of contamination 'hotspots' with levels of chromium many times higher than those experienced on the Shawfield Phase 1 site.
- 6.2 Site remediation trials have indicated that the chromium contamination can be significantly reduced by up to 95% with chemical treatment. An assessment of the Greggs site and the land forming the new spine road route indicates that these areas can be treated without the need to acquire neighbouring third party interests at present. The formulation of a remediation strategy which meets SEPA environmental targets for water quality and that meets the agreement of the regulator (SLC) has made significant progress over the course of the last 6 months. This means a site start at Shawfield Phase 2 is a realistic prospect in 2018/2019.
- 6.3 Milton Brick and Tile Works, Carluke - The works were opened in 1905 and closed in 1975. A pit associated with the works was subsequently infilled with wastes in the late 1980s and 1990s. Historical site investigations have identified concentrations of boron, copper, nickel, zinc and cadmium. Hydrocarbons were also detected within the waste materials at a few trial pit locations, with concentrations noted to be low to moderately significant. These have been tentatively identified as diesel oil, refined mineral oil type products and coal tar, indicating the placement of hydrocarbon wastes and bitumen type products within the landfill. The leachate within the landfill was recorded as having elevated ammoniacal nitrogen, magnesium, manganese, calcium, and potassium. Acenaphthene (PAH) and 2, 3 Dimethylphenol (Phenol) were marginally elevated above generic water quality standards used in 2002. Concentrations of manganese and hydrocarbons within the mineral oil range were recorded. Current concerns also relate to the lack of sufficient inert capping material on the site.
- 6.4. Millburn Chemical and Oil Works/Millburn Colliery, Larkhall – The Oil Works operated from 1884, producing crude oil made chiefly from dross of main seam common coal. The Colliery site was subject to open cast mining operations until the late 1980s after

which it was filled in. Pits associated with the works were subsequently infilled with wastes in the 1980s and 1990s. Historical site investigation work undertaken in 2002 identified significant methane levels, carbon dioxide levels, the presence of localised diesel contamination within the waste and leachate in the north of the landfill, with diesel contaminated groundwater recorded in the south. In addition, ammonia and inorganics (including mercury) were recorded within the leachate.

- 6.5. These sites lie on the edge of urban settlements, with the Carlisle site being close to Carlisle Rail Station and its Park and Ride. Both have a low amenity value and have the added complications associated with their former uses which could be impacting on the quality of ground water and water courses in the area. The anticipated use of these sites following any required remediation would be good quality greenspace, with the Larkhall site being linked to the Clyde Walkway.

Work plans for the following risks will be prepared and implemented:-

- ◆ Gas emissions
- ◆ Leachate
- ◆ Settlement
- ◆ Sustainability
- ◆ Health and Safety
- ◆ Site Investigation and Analysis

7. Employee Implications

- 7.1. There are no employee implications. Proposed work streams can be managed using existing staff resources.

8. Financial Implications

- 8.1. The VDLF programmes will be funded from the Scottish Government Vacant and Derelict Land Fund allocation.
- 8.2. Funding from the 2017/2018 allocation that has not been spent or committed by the end of March 2018 will be the subject of a request to Scottish Ministers to carry forward the grant and this process is underway.

9. Other Implications

- 9.1. The key risks associated with this project are focused on the potential for cost overruns or delays to the programme. These risks will be managed by Clyde Gateway URC in respect of the Shawfield project, Planning and Economic Development Services in consultation with Housing and Technical Resources for the other projects.
- 9.2. There are no significant issues in terms of sustainability arising from the recommendations in this report, indeed, the projects will lead to significant environmental improvements with a focus on sustainable development.

10. Equality Impact Assessment and Consultation Arrangements

- 10.1. This report does not introduce a new policy, function or strategy and, therefore, no impact assessment is required.
- 10.2 The Vacant and Derelict Land programme is monitored by officers from Community and Enterprise Resources in consultation with Housing and Technical Resources. The proposed Local Delivery Plan was prepared in consultation with them.

Michael McGlynn

Executive Director (Community and Enterprise Resources)

30 April 2018

Link(s) to Council Values/Ambitions/Objectives

- ◆ Focused on people and their needs.
- ◆ Fair open and sustainable
- ◆ Work with communities and partners to promote high quality, thriving and sustainable communities
- ◆ Support our communities by tackling disadvantage and deprivation and supporting aspiration

Previous References

- ◆ Community and Enterprise Resources Committee - 12 December 2017

List of Background Papers

- ◆ South Lanarkshire Council Revised VDLF 2017/2018 Delivery Plan – October 2017
- ◆ South Lanarkshire Council 2018/2019 Proposed VDLF Delivery Plan – February 2018

Contact for Further Information

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

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Report

8

Report to: **Community and Enterprise Resources Committee**
 Date of Meeting: **22 May 2018**
 Report by: **Executive Director (Community and Enterprise Resources)**

Subject: **Community Benefit Funds – Renewable Energy Fund Grant Applications**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ consider a grant application to Blacklaw Renewable Energy Fund from South Lanarkshire Leisure and Culture Limited
- ♦ consider a grant application to Whitelee Renewable Energy Fund from East Renfrewshire Council
- ♦ consider a grant application to Muirhall Renewable Energy Fund from Carstairs Community Council
- ♦ consider a grant application to High Dyke, Dykehead, Tanhill and Couplaw Renewable Energy Fund from Strathaven Dynamo AFC
- ♦ consider a request for a revised grant award from the Nutberry Renewable Energy Fund from Coalburn Miners' Welfare.

2. Recommendation(s)

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

- (1) that a grant be awarded to South Lanarkshire Leisure and Culture Limited of up to £80,000 from Blacklaw Renewable Energy Fund towards the upgrade of a current sand dressed pitch with a 3G surface;
- (2) that a grant be awarded to East Renfrewshire Council of up to £40,523 from Whitelee Renewable Energy Fund towards the management and maintenance of the network of routes throughout the windfarm area which extends into South Lanarkshire;
- (3) that a grant be awarded to Carstairs Community Council of up to £35,023.40 from Muirhall Renewable Energy Fund towards the redevelopment and enhancement of the existing play area in Carstairs Junction;
- (4) that a grant be awarded to Strathaven Dynamo AFC of up to £39,901.73 from High Dyke - £33,333, Dykehead - £2,293, Tanhill - £367 and Couplaw - £3,908.73 towards the creation of a new building to provide changing rooms, showers and toilet facilities;
- (5) that a revised grant amount of £35,304 be awarded to Coalburn Miners' Welfare from Nutberry Renewable Energy Fund towards the cost of a biomass boiler installation project; and
- (6) that the above grants are subject to match funding being secured and written confirmation of this being received by the Council.

3. Background

3.1. Since 2004, the Council has collected and managed Community Benefit funding through the Renewable Energy Fund (REF) mechanism which is administered by

Planning and Economic Development Services. The service is responsible for securing the contributions from developers, advising potential applicants, assessing applications and monitoring projects to ensure that the community benefits associated with each project are delivered. Processes are continuously reviewed and refined to make it as straightforward as possible to ensure the necessary support is delivered to eligible communities.

- 3.2. Details of all grant awards, including those grants up to £20,000 which had been approved by the Head of Planning and Economic Development Services under delegated authority, are reported annually to the Committee.

4. Proposals

Blacklaw Renewable Energy Fund

South Lanarkshire Leisure and Culture Limited – £248,900.51

Proposed Grant Award – £80,000 – Intervention rate 32.1%

- 4.1. It is proposed to upgrade the existing facility at Lanark Race Course to provide a modern fit for purpose 3G surface.
- 4.2. The application scored 31.5/50 during the assessment process which permits an intervention rate of up to 37.5% of eligible costs.
- 4.3. The total cost of the project is £248,900.51 with match funding of £88,900.51 from South Lanarkshire Council and £80,000 of funding from Sports Scotland. The REF will contribute the remaining balance, an award of up to £80,000, representing an intervention rate of 32%.
- 4.4. Upgrade works are due to commence Summer 2018.

Whitelee Renewable Energy Fund

East Renfrewshire Council – Management and Maintenance – £112,565.00

Proposed Grant Award – £40,523.00 – Intervention rate 36%

- 4.5. The Enterprise Resources Committee on 27 June 2007 approved a Section 75 Agreement which placed an obligation on the Council to jointly prepare and implement an access strategy for Whitelee Windfarm.
- 4.6. The maintenance of these access works can utilise up to 40% of the community benefit monies received each year.
- 4.7. A ranger service, managed by East Renfrewshire Council, is presently employed which significantly reduces the ongoing costs of maintenance over the longer term, allowing more funds to be diverted towards assisting community projects. The ranger service comprises two full time rangers employed by East Renfrewshire Council. They offer a proactive management service and are also able to promote responsible access to a wide range of users.
- 4.8. The project will be managed by the Whitelee Access Officer, who reports on a regular basis to the three authorities within whose boundaries the windfarm is located.
- 4.9. The application scored 34.5/50 during the assessment process which permits an intervention rate of up to 42.5% of eligible costs.

- 4.10. The total cost of the project is £112,565.00 with £72,042.00 of funding from East Renfrewshire Council. REF will contribute the remaining balance, an award of up to £40,523.00, representing an intervention rate of 36%.
- 4.11. Works are scheduled to commence in June 2018 and be completed by April 2019.

Muirhall Renewable Energy Fund

Carstairs Community Council – Carstairs Junction Play Park – £86,520.40
Proposed Grant Award – £35,023.40 – Intervention rate 40.48%

- 4.12. It is proposed to redevelop and enhance the existing play area in Carstairs Junction to provide recreational facilities and promote healthy leisure time activities.
- 4.13. The aim is to offer stimulating and physical active play opportunities for children of all ages and abilities that are not currently available within the village.
- 4.14. The application scored 34.5/50 during the assessment process which permits an intervention rate of up to 42.5% of eligible costs.
- 4.15. The total cost of the project is £86,520.40 with £49,397 of funding sought from Viridor Credits and Carstairs Community Councils fundraising of £2,100. The REF will contribute the remaining balance, an award of up to £35,023.40, representing an intervention rate of 40.48%.
- 4.16. Works are scheduled to commence in July 2018 and be completed by September 2018.

High Dyke, Dykehead, Tanhill and Couplaw Renewable Energy Funds

Strathaven Dynamo AFC – Changing Facilities – £109,901.73
Proposed Grant Award – £39,901.73 – Intervention rate 36.3%

- 4.17. Strathaven Dynamo AFC have provided sport and leisure activities within the Strathaven and local area since 1969 and have developed strong links and partnerships within the local community.
- 4.18. The project will create a new building to provide changing rooms, showers and toilet facilities for over 350 Strathaven Dynamo AFC young people and the surrounding communities.
- 4.19. The application scored 31/50 during the assessment process which permits an intervention rate of up to 37.5% of eligible costs.
- 4.20. The total cost of the project is £109,901.73 with funding contributions of £70,000 sought from Strathaven Dynamo AFC £25,000, W3ST £10,000, Lottery Fund £5,000, Scottish Football Partnership £5,000, Adams Community Trust £2,000, Strathaven Rotary Club £3,000, Clearfield Construction Donation £15,000, Strathaven Rugby Club £5,000. The REF will contribute the remaining balance, an award of up to £39,901.73, representing an intervention rate of 36.3%.

Nutberry Renewable Energy Fund

Coalburn Miners' Welfare – Biomass Boiler – £100,867.73

Proposed Grant Award – £35,303.71 – Intervention rate 35%

- 4.21. The Enterprise Services Committee at its meeting on 16 September 2014 approved a grant award of £10,733 to Coalburn Miners' Welfare for a biomass boiler installation project. The original application intimated that a range of other match funding sources were anticipated to cover the cost of the project.
- 4.22. Whilst funding support was received from Hargreaves Limited and the applicant made a contribution to the project from their own funds, other funding applications to support the project were unsuccessful. To fund the project, Coalburn Miners' Welfare took out a loan, the repayment of which is now placing an increasing strain on the organisation's finances and future sustainability.
- 4.23. The 2014 application scored 20/32 during the assessment process which permits an intervention rate of up to 35% of eligible costs.
- 4.24. The total eligible costs of the project is £100,863.73 with funding contributions received from Hargreaves £25,000, Coalburn Miners Welfare £10,153 and Resource Efficient Scotland (loan) £30,407.02. The SLC REF Community Benefit Fund will contribute the remaining balance, a total award of up to £35,303.71, an increase of £24,570.71 on the 2014 REF grant offer and representing an intervention rate of 35%.

5. Employee Implications

- 5.1. There are no employee implications arising from this report.

6. Financial Implications

- 6.1. All Renewable Energy Funds have sufficient resources to meet the proposed grant award commitment detailed in this report.

7. Other Implications

- 7.1. The risks associated with the project are focused on the potential for cost overruns or delays to the programme. The applicant has agreed that any cost increases will be managed within their present budget subject to agreement on any changes to the proposed project. This is highly unlikely to have an impact on the Council.
- 7.2. There are no implications for sustainability 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 and, therefore, no impact assessment is required.
- 8.2. All necessary consultation arrangements, including liaison with Housing and Technical Resources, and any community consultations, have taken place.

Michael McGlynn
Executive Director (Community and Enterprise Resources)

30 April 2018

Link(s) to Council Values/Ambitions/Objectives

- ◆ Focused on people and their needs.
- ◆ Fair open and sustainable
- ◆ Work with communities and partners to promote high quality, thriving and sustainable communities
- ◆ Support our communities by tackling disadvantage and deprivation and supporting aspiration
- ◆ Encourage participation in physical and cultural activities

Previous References

- ◆ Enterprise Resources Committee 27 June 2007
- ◆ Enterprise Services Committee 16 September 2014

List of Background Papers

- ◆ Completed Grantvisor REF Grant Application Forms and associated supporting documents from the applicants

Contact for Further Information

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

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Report

9

Report to:	Community and Enterprise Resources Committee
Date of Meeting:	22 May 2018
Report by:	Executive Director (Community and Enterprise Resources) Executive Director (Finance and Corporate Resources)

Subject:	Clyde Gateway Urban Regeneration Company – Approval of a Members' Agreement Reserved Matter to Allow Access to Loan Finance
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ obtain approval from the Committee to allow the Council, as a member of the Clyde Gateway Urban Regeneration Company (URC), to provide the necessary 'in principle' approval for the URC to seek loan finance of up to £3.5 million to assist in the delivery of regeneration projects within the URC operating area.

2. Recommendation(s)

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

- (1) that 'in principle' approval be given for the URC to seek loan finance up to the value of £3.5 million to assist in the delivery of regeneration projects within the URC operating area; and
- (2) that the Executive Director (Community and Enterprise Resources), in consultation with the Executive Director (Finance and Corporate Resources), be authorised to conclude all other relevant matters pertaining to the URC loan finance proposals in the best interests of the Council.

3. Background

- 3.1. South Lanarkshire Council is one of three member organisations that make up the Clyde Gateway URC – the others being Glasgow City Council and Scottish Enterprise. The URC was officially set up early in 2008 and has been implementing a programme of regeneration activity since then within its defined boundaries.
- 3.2. The legal documentation, known as the 'Members' Agreement', governs the operation and activities of Clyde Gateway URC. In certain circumstances, known as 'reserved matters', the URC requires to obtain the written consent of the three members before it can enter into certain contracts, engage in specific activities, borrow or grant a security over its assets or make amendments to the URC Articles of Association.
- 3.3. Since its inception in 2008, Clyde Gateway has been successful in securing funding from a wide range of sources, including its stakeholders, the Scottish Government and EU funding streams.

4. 'Reserved Matters' Proposal by Clyde Gateway

- 4.1. Clyde Gateway has, over a number of years, pursued a range of new and/or innovative sources of funds and investment. The URC has recently been successful in obtaining a funding offer worth £2 million from the Scottish Government Regeneration Capital Grant Fund associated with the development of office pavilions at Rutherglen Links Business Park, Farmecross. The total estimated cost of the project is £4 million.
- 4.2. The offer of grant from the Scottish Government is conditional on the balance of funding for this project to be in place. The URC has therefore decided to consider opportunities to raise loan finance from the commercial market to support this and other potential development opportunities that become available.
- 4.3. Any access to commercial finance will require assets held by the URC to be used as collateral to secure any loan. Scottish Government have been consulted on the proposal and are broadly supportive. As some of the assets proposed for use as collateral have been developed using Scottish Government funding, Ministerial approval will be required prior to any loan offer being entered into.
- 4.4. It should be noted that none of the properties identified for use as loan collateral have been the subject of financial support from South Lanarkshire Council. Income streams from the secured properties would be used to service the debt payments.
- 4.5. The URC is currently seeking approval to obtain a secured loan facility of up to £3.5 million to help fund development activity.

5. Employee Implications

- 5.1. There are no employee implications. Ongoing liaison and engagement with the URC can be managed using existing staff resources.

6. Financial and Risk Implications

- 6.1. There are no financial implications for the Council associated with this proposal. The Council's exposure to any loan default situation or financial failure of the URC is limited under the terms of the URC Articles of Association to £1.
- 6.2. The risks associated with any loan finance taken out by the URC primarily relate to the ability to service debt repayments from rental income. The value of assets that will be used as security for the debt will exceed the value of the debt. These risks remain the responsibility of the URC.

7. Other Implications

- 7.1. There are no sustainability issues associated with this report.

8. Equality Impact Assessment and Consultation Arrangements

- 8.1. This report does not introduce a new policy, function or strategy and, therefore, no impact assessment is required.
- 8.2. This report has been prepared in consultation with Finance and Corporate Resources. Liaison with Clyde Gateway URC will continue utilising the Council's existing monitoring arrangements and attendance at URC Stakeholder meetings and Board meetings.

Michael McGlynn
Executive Director (Community and Enterprise Resources)

Paul Manning
Executive Director (Finance and Corporate Resources)

25 April 2018

Link(s) to Council Values/Ambitions/Objectives

- ◆ Work with communities and partners to promote high quality, thriving and sustainable communities
- ◆ Support our communities by tackling disadvantage and deprivation and supporting aspiration

Previous References

- ◆ None

List of Background Papers

- ◆ Clyde Gateway URC Board Meeting Paper CG18(FEB)03 – 26 February 2018

Contact for Further Information

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

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Report

10

Report to:	Community and Enterprise Resources Committee
Date:	22 May 2018
Report by:	Executive Director (Community and Enterprise Resources) Executive Director (Finance and Corporate Resources)

Subject:	New Initiatives – Staffing Implications
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ seek approval to increase the establishment in Facilities, Waste and Grounds Services to implement the Council's 'New Initiatives' as approved by the Executive Committee on 28 February 2018.

2. Recommendations

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

- (1) that an increase of the current establishment for Facilities, Waste and Grounds Services, as detailed in section 5, be approved.

3. Background

3.1. On 28 February 2018, the Executive Committee considered a report on the overall position of the revenue budget 2018/2019 and savings proposals. This report proposed a number of new initiatives for 2018/2019 that will have an impact on Facilities, Waste and Grounds Services, including:-

- ♦ breakfast clubs
- ♦ holiday lunch clubs
- ♦ free lets for Parent Council/PTA fundraising
- ♦ auto enrolment to be introduced for those families entitled to free school meals

3.2. The development of the breakfast clubs and holiday lunch clubs is being led by Education Resources and details of the pilots were approved at the Education Resources Committee on 24 April 2018.

3.3. It has been assessed that there is an additional staffing requirement for Facilities Services to support the implementation of the initiatives outlined in paragraph 3.1. with the exception of Breakfast Clubs which can be met within existing staffing levels.

4. Staffing Requirements

4.1. Holiday Lunch Clubs

The Education Resources Committee has agreed an initial pilot be introduced in 4 schools during the summer holidays in 2018 and would cover 4 weeks of July and the first 2 weeks in August. Facilities Services will provide a range of hot and cold lunches and cleaning to the premises.

The Council will use internal resources to create pilot clubs in 3 (of the 9) primary schools in 2 Neighbourhood Planning Areas:- (i) Udston Primary School and Glenlee Primary School in Burnbank, Udston and Hillhouse and (ii) St Anthony's Primary School in Whitlawburn and Springhall. The aim is to create a hub arrangement where children from all schools in the local area would congregate in the one place. This would minimise the fixed costs of the initiative, and would also assess whether children would be willing/able to travel to the hub. For the fourth establishment, the pilot will explore the option of supporting a local charitable organisation to deliver a holiday lunch club in Strutherhill Neighbourhood Planning Area.

The projected uptake is based on information received from other councils who run school holiday lunch clubs and an estimated 65 children per club has been assumed. The lunch clubs will require Facilities Assistant (cook in charge) at 30 hours per week, Facilities Assistant (catering) and (cleaning) at 10 hours per week in 3 locations. The required staffing for this is an increase to establishment of 0.42 FTE in Facilities Assistant (cook in charge), 0.14 FTE in Facilities Assistant (catering) and 0.14 FTE Facilities Assistant (cleaning).

An initial evaluation will be carried out in September 2018 by Education Resources, with feedback to Executive Committee in November 2018 and a firm proposal will be made to Executive Committee in February 2019, including recommendations for the full rollout commencing spring break 2019.

4.2 Free Lets for Parent Council/PTA Fundraisers

Facilities Services provide janitorial and cleaning cover for school letting. Schools were entitled to free bookings for Parents' nights, 10 x 2 hour parent council meetings and 1 free non-fundraising event, with all other bookings incurring a charge.

The provision of 4 free lets to Parent Council/PTAs for fund raising will require additional staffing hours to be established to cover these new lets. Through reviewing existing lets and discussions with South Lanarkshire Leisure and Culture and Education Resources, it is estimated that there will be an increase of 426 letting requests (3 per school for 125 primary schools and 3 per school for 17 secondary schools). At an estimated 4.75 hours per let, this equates to 2,023.5 hours requiring janitorial cover and after each let an additional 2 hours cleaning (852 hours per annum). The required staffing for this is an increase to establishment of 1.05 FTE in Facilities Assistant (janitorial) and 0.44 FTE Facilities Assistant (cleaning).

4.3 Auto Enrolment

It is estimated that there are 1,200 families where children entitled to a free school meal are not registered to access that service. It is proposed to enact auto enrolment to free school meals which, based on the current uptake for free P1/P3 school meals at 75%, would increase uptake by approximately 900 meals per day. There is therefore a requirement to recruit 45 x 2 hours per day Facilities Assistants (catering) term time, this equates to 9.10 FTE.

5. Employee Implications

- 5.1. The following posts require be added to the Community and Enterprise Resources' establishment to allow the service to deliver the new initiatives approved by the Executive Committee in February:-

Post	Proposed Number of posts (FTE)	Grade / Level	SCP Range	Hourly Rate	Annual Salary	Gross Cost inc. On costs
Facilities Assistant (Catering)	9.24	Grade1 Level 1	20	£8.74	£16,861	£203,003
Facilities Assistant (Cook in Charge) Catering	0.42	Grade 1 Level 1 - 4	20 - 31	£8.74 - £10.28	£16,861 - £19,831	£9,227 – £10,853
Facilities Assistant (Cleaning)	0.58	Grade1 Level 1	20	£8.74	£16,861	£12,742
Facilities Assistant (Janitor)	1.05	Grade1 Level 1 - 4	20-31	£8.74 - £10.28	£16,861 - £19,831	£23,068 - £27,133
Total Costs						£248,040 - £253,731

6. Financial Implications

- 6.1. Funding has been provided as part of the 2018/2019 budget setting process to facilitate the provision of these additional services by Facilities, Waste and Grounds Services.

7. Other Implications

- 7.1. There are no sustainability or risks issues associated with the new initiatives.

8. Equality Impact Assessment and Consultation

- 8.1. Work on completing equality impact assessments is currently underway by Education Resources, who are also evaluating whether a strategic environmental assessment is required.
- 8.2. Consultation with stakeholders will take place during the pilot phase in order to help inform any proposed roll out and discussions have taken place with current employees and union representatives.

Michael McGlynn

Executive Director (Community and Enterprise Resources)

Paul Manning
Executive Director (Finance and Corporate Resources)

2 May 2018

Link(s) to Council Values/Ambitions/Objectives

- Support our communities by tackling disadvantage and deprivation, and supporting aspiration
- Improve achievement, raise educational attainment and support lifelong learning

Previous References

- Executive Committee – 28 February 2018 - Overall Position of Revenue Budget 2018/2019 and Savings Proposals
- Education Resources Committee – 24 April 2018 – New Initiatives – School Lunch Clubs

List of Background Papers

None

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:- Gerry Donachie, Facilities Services Manager

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Report

11

Report to:	Community and Enterprise Resources Committee
Date of Meeting:	22 May 2018
Report by:	Executive Director (Community and Enterprise Resources) Executive Director (Finance and Corporate Resources)

Subject:	Food Development – Policy Officer
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ request approval for the establishment of 1FTE Food Development Policy Officer for a period of 18 months to develop and co-ordinate a range of food related projects for the Council.

2. Recommendation(s)

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

- (1) that the establishment of 1 FTE post of Food Development - Policy Officer, (Grade 3) (Level 2 to 4), (£29,161 to £35,311) within Facilities, Waste and Grounds Services for a fixed term of 18 months, subject to the agreement of transfer of funding to reserves by Executive Committee in June, be approved.

3. Background

- 3.1. Food is essential to our health and survival; it is at the heart of our economy, shapes our environment and helps form our culture and social lives. In turn, there are a wide range of issues with food that impact significantly on our lives - its availability, production, preparation, consumption and waste generated. Some of these have, in recent years, been reported in the media whether campaigns regarding school dinners, concerns about food safety and obesity, or more recently food poverty and food banks.
- 3.2. The Council has been active on food issues including improving hygiene standards in restaurants, implementing a new food waste collection service to recycle food waste and running healthy eating and nutrition programmes.
- 3.3. Increasingly community food initiatives across Scotland are responding to demands for people experiencing the most severe effects of food poverty. The provision of emergency food parcels through food banks is growing. However, balancing the need for short-term food provision with creating sustainable change for people experiencing food poverty is a rising challenge across Scotland.

- 3.4. The Council has also recently approved a pilot for the roll out of new initiatives which will help to tackle a number of food related issues:-
- ◆ A school breakfast club is a provision for children to eat a healthy breakfast in a safe environment before the start of the school day. Nationally, the introduction of breakfast clubs has mainly been driven by concerns that a proportion of pupils are not eating breakfast and arriving at school hungry, which may impact negatively on their wellbeing, learning and behaviour.
 - ◆ The Council has also acknowledged that the school summer holidays can be a challenging time for low-income families. Children who benefit from free school lunches often miss meals and go hungry once their school closes for the holidays.
- 3.5. The Community Empowerment (Scotland) Act 2015, Part 9 of which was emailed on 1 April 2018, introduces new rights, duties and responsibilities regarding the provision of allotments and food growing opportunities. The Council has already commenced work in this area and has until 1 April 2020 to develop a Food Growing Strategy.
- 3.6. Whilst the above projects/initiatives all have merit, they have been undertaken as standalone pieces of work and not linked to an overall strategy for the Council and, as such, it is now considered appropriate that this be addressed.
- 4. Proposal**
- 4.1. Following on from the above, to ensure a co-ordinated and comprehensive approach is adopted going forward and is delivered within a strategic framework that includes working with partners, it is proposed that a Policy Officer (Food Development) post is created for an initial period of 18 months.
- 4.2. The creation of this post would demonstrate that the Council is committed to tackle the issue of food poverty in South Lanarkshire to promote the good health of all our residents and to ensure that the way we produce, consume and distribute our food has minimal negative impacts on the environment. These ambitions cannot be delivered by the Council alone, but will require work with partners such as Scottish Government, NHS and third sector organisations.
- 4.3. It is envisaged that the main tasks of the post would include:-
- ◆ Develop a Community Food Plan
 - ◆ Support and enhance the development of a Council's Allotment Strategy
 - ◆ Support and enhance the development of a Council's Food Strategy
 - ◆ Create a Council Food Forum
 - ◆ Investigate the establishment of a Council Food Procurement Partnership to increase the amount of locally produced food retained for use through procurement in local communities
 - ◆ Support and enhance school meal, breakfast clubs and holiday club initiatives in schools and communities
 - ◆ Identify and develop food provision through volunteering and employability/skills programmes
 - ◆ Map out all activities across the authority with a view of improving the links between organisations and initiatives

- 4.4. It is proposed that the officer would report progress through the Sustainable Development Member Officer Working Group, with progress also being reported through Committee.

5. Employee Implications

- 5.1. The following post should be added to the Community and Enterprise Resources' establishment on a 18 month fixed term basis as detailed below:-

Post	Current Number of Posts (FTE)	Proposed Number of Posts (FTE)	Grade	SCP Range	Hourly Rate	Annual Salary	Gross Cost (inc on costs)
Policy Officer (Food Development)	0	1.0	Grade 3 Level 2 - 4	61 - 74	£15.98 - £19.35	£29,161 - £35,311	£37,998 - £46,011

6. Financial Implications

- 6.1. Within the year end position for 2017/18 for Community and Enterprise Resources it is expected that funding of £0.070m can be identified to be earmarked within reserves to finance this post for a period of 18 months. Transfers to reserves will be subject to approval by Executive Committee at the end of June.

7. Other Implications

- 7.1. There is a risk that the Council may be unable to meet their legislative obligations in terms of delivering additional allotment sites to meet demand however work has commenced to ensure that the Council complies with its legislative requirements under Part 9 of the Community Empowerment (Scotland) Act 2015.

With regards to sustainability, the focus on the effective management of food by ensuring that the way we produce, consume and distribute, our food has minimal negative impacts on the environment will link into the Councils sustainability strategy.

8. Equality Impact Assessment and Consultation Arrangements

- 8.1. As part of the work to be undertaken by the Policy Officer (Food Development) consideration will be given to the requirement to undertake all associated impact and strategic environmental assessments.
- 8.2. All necessary consultation arrangements have taken place.

Michael McGlynn

Executive Director (Community and Enterprise Resources)

Paul Manning

Executive Director (Finance and Corporate Resources)

9 May 2018

Link(s) to Council Values/Ambitions/ Objectives

- ◆ Work with communities and partners to promote high quality, thriving and sustainable communities

Previous References

- ◆ None

List of Background Papers

- ◆ None

Contact for Further Information

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Report

12

Report to: **Community and Enterprise Resources Committee**
 Date of Meeting: **22 May 2018**
 Report by: **Executive Director (Community and Enterprise Resources)**

Subject: **Business Support Services Annual Report**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise Committee of the business support activity undertaken during 2017/2018 and agree the programme for 2018/2019.
- ◆ provide an update on the Lanarkshire Business Gateway contract.

2. Recommendation(s)

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

- (1) that the outcomes of the Council's programmes to support local companies during 2017/2018 be noted;
- (2) that the budget for business support and sector specific development programmes for 2018/2019, as detailed in the report, be noted; and
- (3) note the progress made to date on the new Lanarkshire Business Gateway contract implemented on 1 March 2017.

3. Background

- 3.1. Planning and Economic Development Services continue to focus on delivering the Connect objective to promote economic growth and tackle disadvantage through supporting the local economy by providing the right conditions for inclusive growth.
- 3.2. 2017/2018 has continued to be challenging for both large and small businesses. While the slow-paced recovery of the economy continues, the full impact of the Brexit vote on businesses is still uncertain and businesses are generally risk averse when considering larger investment and expansion plans.
- 3.3. The Council supports local businesses through Planning and Economic Development Services with the Business Support team in particular seeking to both assist and encourage local businesses to increase turnover, profitability and create new employment. This is undertaken through providing direct grants, loans and advice and also by signposting to other partner sources for advice and financial support. This, in turn, contributes to the delivery of sustainable economic growth. The activities undertaken throughout 2017/2018 are set out in the following sections of the report.

4. Business Support Activity

4.1. Business Support Grants

The Council's Business Support Grants are discretionary funds of up to £10,000 and to a maximum of 50% of eligible costs of a project. In 2017/2018, these grants have been supported by European Regional Development Fund (ERDF) under the Business Competitiveness Grant Support – Lanarkshire programme.

The grants provide financial support to small and medium sized enterprises (SMEs) and award levels are assessed by the Business Support team based on direct outcomes for the business- i.e. jobs created and / or safeguarded, increase in turnover and profit and satisfactory evidence of financial need.

- 4.2. Grants can contribute to the purchase of capital equipment and improvements to property as well as external costs such as employee training, consultancy costs and expenses related to attending exhibitions and events to explore and develop new markets.

- 4.3. **Business Loans Scotland**

In addition to grants, the Council administers loans to businesses of up to £100,000, on a commercial basis at 6% interest rate, through Business Loans Scotland Limited (BLS), a company limited by guarantee operated on behalf of all its' Scottish local authority members. BLS provides gap funding to eligible projects and is supported by ERDF through the 2015 to 2020 SME Holding Fund. Investments made into the fund and repayment of all loans made in South Lanarkshire are 'ring fenced' to be used solely within South Lanarkshire.

Loans can be granted for the purchase of plant and equipment, undertaking property improvements (but not repairs) and working capital with the purpose of achieving economic outcomes.

- 4.4. **Key Sector Support Initiatives**

Key economic growth sectors supported include national key economic growth sectors, tourism and food and drink, and locally important growth sectors such as construction.

- 4.5. Officers in the Business Support team are tasked with the responsibility of engaging with businesses in these key sectors to encourage growth, networking and, where appropriate, collaboration to build on areas of strength. In the case of the Tourism sector, to support businesses to improve marketing and the overall quality of their offer and, in doing so, raise the overall profile and attractiveness of Lanarkshire as a visitor destination. Work continues to be undertaken with partners, including North Lanarkshire Council, Visit Scotland and the Lanarkshire Area Tourism Partnership which comprises private sector accommodation, attraction and events businesses.

- 4.6. The team also engage with the food and drink sector and continue to work closely with Scotland Food and Drink, connecting businesses in this sector to appropriate opportunities to showcase and develop their products and access specialist industry assistance.

- 4.7. Officers also engage with the construction sector to develop connections and networking within the sector and to develop a new growth programme based on the Hub South West model of thematic workshops, each dedicated to a specific area of business growth, eg procurement, marketing, business strategy, successful team building.

- 4.8. **Public Sector Procurement-Supplier Development Programme**

The team work to both encourage and enable more South Lanarkshire companies to pursue public sector procurement opportunities and, ultimately to win more contracts and increase their turnover, through being more "tender ready." This includes connecting SMEs with local and wider public sector procurement opportunities, and promoting membership, training and events delivered through the Supplier

Development Programme, which offers information, support and training events and is hosted by the Council on behalf of the 32 member local authorities.

4.9. Marketing

The Council continues to make companies aware of the business support available through initiatives such as Lanarkshire Business Week (26 February to 2 March 2018) which includes many free events and workshops to showcase the range and levels of business support on offer by both the Council and its partners. Unfortunately, the severe weather this year resulted in some key events, including the Lanarkshire Business Excellence Awards dinner and the annual Lanarkshire Business Conference, being postponed and these are currently being rescheduled for 18 May and in early September 2018 respectively.

ChooseLanarkshire.com operated in partnership with North Lanarkshire throughout 2017/2018 as the key inward investment tool to showcase to businesses the attractions of Lanarkshire as a location to invest, work and live and to promote key public and private sector business accommodation.

4.10. Business Advice

Business advice is one of the most important forms of support, with businesses being given advice, introduced to the appropriate services within the Council or partners such as the Business Gateway, Scottish Enterprise and other partner organisations.

4.11. Lanarkshire Property Advice Service (LPAS)

The LPAS service offers up to date market information on the availability of commercial, industrial, retail and development properties in Lanarkshire (both North and South.) The service also acts as a valuable conduit to connect clients to relevant Council services such as planning, building standards, trading standards.

4.12. Business Gateway

The Business Support team continues to play a key role in the management of the Lanarkshire Business Gateway contract which is the key, nationally branded and locally delivered, business start up and growth advisory service. The key performance management and scrutiny role on the contract is undertaken through participating in contract operations management and chairing Steering Group meetings, together with the lead partner North Lanarkshire Council who manage the contract. The new contract has been running from 1 March 2017 and both start up and existing business support is delivered by a contractor, Lanarkshire Enterprise Services Limited. This new contract will run for two years initially to 31 March 2019 and there are options for two one year extensions thereafter. The contract focuses approximately 80% of resources on growth businesses and 20% on new start up businesses, and is focused on generating job and turnover outcomes from working with the businesses in the area.

4.13. 2017/2018 Performance Highlights

During 2017/2018, the Council's Business Support Grant for SMEs was enhanced by the ERDF Business Competitiveness Lanarkshire programme, which will run through to December 2018. This has created a ring fenced pot of funding which will generate an additional £255,000 in ERDF grant over the whole programme period to December 2018.

In 2017/2018, grants totalling £366,778 to 86 companies have been committed with a projected increase in jobs of 342, the safeguard of 753 jobs and increase in turnover by over £15M.

Four inward investment projects have also secured £41,876 in grants during 2017/2018 to enable investment in the area; projecting 21 new jobs created, 198 jobs safeguarded and increase in turnover of £1.2M

- 4.14. During the year, two maximum £100,000 BLS loans were approved totalling £200,000. The companies are projecting an increase in jobs of 15, safeguarding 32 jobs and increase in turnover by over £2.2M. South Lanarkshire is currently the second highest lender in BLS and have lent 18% of the total lending for the Scotland wide fund to date.
- 4.15. Tourism activity has continued throughout 2017/2018 and focused on delivering marketing campaigns in spring and autumn targeting visitors within a drive time of 2-3 hours, publications such as the Great Days out booklets which are distributed throughout the central belt and beyond, maximising the outcomes from the PR contract with BIG Partnership to promote Lanarkshire through trade, press and online activity. Product development has centred on developing and funding access statements for all tourism businesses on their website to encourage additional business from this market. In excess of 300 access statements have been completed, covering 90% of Lanarkshire's tourism assets including transport hubs and over 190 of these are in South Lanarkshire.
- 4.16. During the year, working closely with Scotland Food and Drink, South Lanarkshire businesses have been supported to participate in workshops preparing local producers for the Regional Showcase and to market themselves through the Regional Showcase event itself at Hampden in March 2018. Work is currently progressing in assessing the feasibility of a potential food and drink hub, based around the creation of modular production units available to small producers to upscale production, with the help of Scottish Agricultural Organisation Society Limited (SAOS) funded through the Connect Local programme. This study is likely to conclude by late May 2018. A refreshed version of the Lanarkshire Larder has also been commissioned and this will be available in print and online to promote independent food producers.
- 4.17. Over the last year, a new activity in the construction sector has strengthened ties with tier 1 contractors (namely Kier, Morrisons, Grahams and Morgan Sindall) through work with Hub South West. This has included hosting and participating in networking events, under the name Hub Club, and have referred local construction companies to register with the Hub to allow them access to their supply chain opportunities which are additional to those accessed via Public Contracts Scotland. An event was held in which the Council co-hosted a Supplier Showcase, with Hub South West and Clyde Gateway, for local suppliers to exhibit their services to other construction companies as well as tier 1 contractors.
- 4.18. To March 2018, 887 (2017 - 728) companies in South Lanarkshire are members of the Supplier Development Programme, an increase of 22% on the previous year and the focus continues to be on establishing strong relationships with the Council's procurement service, local suppliers and exploring how to increase the local SME share of procurement spend.

- 4.19. LPAS has assisted 229 (2016/2017 - 345) businesses during the year with enquiries and satisfied 47 (21%) property requirements. Whilst the number of enquiries from businesses looking to move is down, the number of enquires which have been satisfied has increased.
- 4.20. The Start Up element of the Business Gateway contract, which is approximately 20% of the overall resource, has performed well achieving the target of 1090 businesses started up in Lanarkshire in the 13 months to 31 March 2018, of which 516 new businesses started in South Lanarkshire. The contractor has introduced an innovative approach to accelerate the process for those thinking of starting up a business called a "Ready to Start Review" which has had a positive impact. This review tool is now being investigated by the Business Gateway National Unit with the potential to roll it out across Scotland.

The Growth element of the Business Gateway contract, which is approximately 80% of the resources, is performing well in some areas such as the Expert Help which provides two days of advice to businesses, and the Accelerator growth programme which is an intense 16 week programme of specific themed modules. However, other outputs such as Business Development Reviews and Action Plans with existing SMEs are slightly underperforming and this will be reviewed as part of the year end evaluation process.

5. Business Support Budget 2018/2019

- 5.1. The total budget for 2018/2019 business support activities, attached as an Appendix, is £355,350 (2017/2018 £467,350) and includes ERDF awarded of £59,250 under the current ERDF programme. The reduction in overall budget of £112,000 is largely due to a one off receipt in 2017/2018 from an underspend in the previous Business Gateway contract and the timing and availability of additional resources from European funding. It is worth noting that additional ERDF funds may become available from January 2019 through to 2022 but this has not yet been formally agreed with Scottish Government.

5.2. Business Loans Scotland

South Lanarkshire Council has an allocation of £400k within the £8M Scottish loan fund to lend to businesses at 6% within a 2 years operating plan, until December 2018. South Lanarkshire is currently the second highest lender in the fund behind North Ayrshire. For various reasons, but particularly the increased availability of private sector funding at more competitive rates and faster turnaround times in approving and releasing funds, the current pipeline is unlikely to result in successful loans and new enquiries are required.

The Scottish Government have indicated it is likely that the December 2018 deadline will be extended for the overall fund to meet its target. The overall fund must spend the total match funding and achieve a lending target in order to earn ERDF which is then distributed to members on a ratio reflecting their relative performance. Whilst South Lanarkshire has been successful to date and is at 50% of our lending target, the performance of the fund as a whole is behind expectations with current lending of £1.13M against a target of £8M.

The Council has a representative on the Regional Management Group and also officers on the operational groups. A Board of Directors has now been formed and meetings are taking place regularly.

5.3. **Key Growth Sector Initiatives**

Tourism sector

The Lanarkshire Tourism Action Plan is another pan-Lanarkshire initiative based on the national tourism strategy. The Council has worked closely with the tourism sector over the last 13 years to maximise the visitor expenditure in the area. The latest round of budget savings identified £18,000 in the tourism budget which has been removed in order to achieve new savings but also in recognition of the prioritisation of marketing through digital channels. The proposed budget for 2018/2019 has been reduced to £41,000. North Lanarkshire Council provided additional funding of £90,000 in 2017/2018 and expectations are that this will reduce slightly but that the tourism officer will continue to be in post at NLC.

The challenge moving forward is to make the most impact from the resources and budget available. Ensuring the VisitLanarkshire.com website is fresh will be a priority as well as identifying more digital marketing opportunities and capitalising on the accessible tourism project which has created over 300 access statements covering 90% of Lanarkshire's tourism assets including transport hubs, over 190 of these are in South Lanarkshire.

5.4. **Food and Drink sector**

The dedicated food and drink officer continues to work closely with Scotland Food and Drink to develop growing businesses and SAOS to understand the feasibility of a food and drink hub concept in the area for smaller producers and start up businesses.

The proposed budget for 2018/2019 is again £7,000 (2017/2018 - £7,000) and is included in Business Support Initiatives (see Appendix 1). Individual companies will still be encouraged to access additional Council grant support through the direct grant funding support mechanisms above to help them grow.

5.5. **Construction**

A new programme of support has been devised, initially for a cohort of 12 local construction companies, called Build Lanarkshire. This pilot programme (due to launch in May 2018) will consist of a series of workshops aimed at making construction companies more competitive and includes sessions on strategy, staff management, growing your business, procurement and marketing. This culminates in a final event where the participants will present to a panel of judges, including tier 1 contractors. Build Lanarkshire is a partnership between South Lanarkshire Council, North Lanarkshire Council, Hub South West, Business Gateway and Roadbridge (a major civil engineering company based in NLC who have agreed to host and deliver the procurement workshop).

5.6. **Young Entrepreneurship- Inspiring Enterprise Challenge**

The Council will continue to support younger entrepreneurs through supporting the Princes Trust, Youth Business Scotland (PTYBS) work in South Lanarkshire and the Business Support team is engaged with local secondary schools to develop and deliver new projects for potential school leavers, to ensure that new business start up is considered as a realistic career option. The Young Apprentice project has run successfully in summer of 2017 for the sixth year and a programme of activity, renamed Inspiring Enterprise Challenge, is currently under development to support the 2018 project.

5.7. Supplier Development Programme

The Supplier Development programme is a partnership project of 32 local authorities across Scotland. It is a key business growth initiative which delivers a range of specialist business support activities including the provision of advice, information, training and funding support with the aim of assisting businesses to become more capable of accessing and competing for public sector contracts. The subscription for 2018/2019 is held at £10,000.

- 5.8. The activities highlighted in paragraphs 5.4 to 5.6 will be funded from Business Support Initiatives appendix 1.

6. Employee Implications

- 6.1. There are no employee implications

7. Financial Implications

- 7.1. The proposed expenditure of £355,350 (2017/2018 - £467,350) in Appendix 1 will be met from existing revenue budgets within Community and Enterprise Resources for 2018/2019 and ERDF income under the Business Competitiveness Grant Support Lanarkshire project.

8. Other Implications

- 8.1. The risks in not proceeding with these proposed Business Support programmes are that the Council will fail to adequately achieve the Connect objective of supporting local businesses to grow in a time of economic uncertainty. This will, in turn, have a negative impact on the local economy, employment and general social wellbeing. This will also create a threat to existing partnerships and have a considerable negative impact on the Council's reputation.

9. Equality Impact Assessment and Consultation Arrangements

- 9.1. This report does not introduce a new policy, function or strategy and therefore no impact assessment is required.
- 9.2. Consultation has taken place with relevant partner agencies.

Michael McGlynn

Executive Director (Community and Enterprise Resources)

30 April 2018

Link(s) to Council Values/Ambitions/Objectives

- ◆ Promote economic growth and tackle disadvantage
- ◆ Support the local economy by providing the right conditions for inclusive growth

Previous References

- ◆ Community and Enterprise Resources Committee West of Scotland Loan Fund and Business Loans Scotland 6 March 2018
- ◆ Community and Enterprise Resources Committee Business Support Annual Report 8 August 2017
- ◆ Enterprise Services Committee Business Support Services Annual Report 17 May 2016
- ◆ Executive Committee 28 March 2018 Supplier Development Programme
- ◆ Executive Committee 11 February 2015 Scottish Local Authority Business Loan Fund.

List of Background Papers

None

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Appendix 1

Business Support Budget 2018/2019

	Note below	Budget 2017/2018	Budget 2018/2019
Business Support Grants		230,000	230,000
ERDF 2015-2020 programme	note 1	78,250	59,250
Allocation from previous Business Gateway contract Underspend-	note 2	75,000	
Less Base budget income amount	note 3	(42,900)	(42,900)
Net Business Support Grant Fund		340,350	246,350
Tourism Sector Support	note 4	59,000	41,000
Business Support Initiatives	note 5	58,000	58,000
Supplier Development Programme annual subscription		10,000	10,000
Business Support Total Budget		467,350	355,350

Note 1 - This programme will run until 31 December 2018. Discussions are currently underway about the possibility of extending this programme through to 2022 but this is not yet agreed with Scottish Government.

Note 2 - This amount was allocated from an under spend on the previous Business Gateway contract and was committed in grants to local businesses to support growth in 2017/2018.

Note 3 - This amount is historical and relates to an income requirement from the base budget. This is offset against business grants total budget for the year.

Note 4 - Saving of £18,000 approved in March 2018.

Note 5 – Includes key sector initiatives expenditure for food and drink and construction sectors, marketing and events eg Lanarkshire Business Excellence Awards, and Lanarkshire Business week, and licences for online systems and access to data e.g. MINT, Costar and online grant application.

Report

13

Report to: **Community and Enterprise Resources Committee**
 Date of Meeting: **22 May 2018**
 Report by: **Executive Director (Community and Enterprise Resources)**

Subject: **Community Benefit Funds – Annual Report**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise the Committee of the Community Benefit Funds administered by Planning and Economic Development Services on behalf of the Council during 2017/2018.

2. Recommendation(s)

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

- (1) that the Community Benefit Funds administered by the Council and the grants awarded under the Renewable Energy Fund (REF), Clyde Wind Farm Fund and Quarry Funds in 2017/2018 be noted; and
- (2) that the introduction of an online application process and associated improvements to the administration and management of Community Benefit Funds be noted.

3. Background

3.1. The Council administers Community Benefit Funds which cover over 90% of South Lanarkshire. These area specific funds reflect the location of the contributing developments, mainly comprising onshore windfarms but also including 4 operational quarries. Operators of larger windfarm developments provide recurring annual fund contributions, formalised through legal agreements, whilst smaller developments e.g. single wind turbines sites, may consider providing a 'capitalised' one off community benefit payment.

3.2. The management of these funds is undertaken by Planning and Economic Development with the remit to maximise the potential outcomes for the communities within the eligible areas. To this end, the funds can, where appropriate, be used strategically with some applications to the REF being supported using a combination of funding from more than one REF fund covering the same geographic location. This ensures effective use of the monies and maximises benefits to eligible communities. The REF, Clyde and Quarry Funds can be used to match fund other funding streams such as the Lottery, Viridor and other locally managed funds. Community Benefit Funds have grown to include a total of 31 contributing developments.

- 3.3. In 2004, Blacklaw was the first of 29 wind farms which now comprise the Renewable Energy Fund (REF). The Clyde Wind Farm Community Benefit and Development Fund began in 2011 and is the largest single fund.
- 3.4. The agreements around the provision of community benefit oblige the Council to administer these funds using the REF mechanism. This task is undertaken by Planning and Economic Development Services who are responsible for all aspects, from securing the contributions from the developers, advising potential applicants, assessing applications and monitoring projects to ensure that the community benefits associated with each project are delivered. The Service continually seeks ways to maximise the community benefit for all eligible communities across South Lanarkshire.
- 3.5. Between the various funds, Planning and Economic Development Services administered approximately £1,853,299.73 of community benefit income in 2017/2018. With the exception of the one off capitalised payments, the funds usually receive income for the duration of each wind farm's operational life and, typically, recurring annual payments will rise in line with the Retail Prices Index. The operation of the Council's Community Benefit Policy, with particular emphasis on the renewable energy sector, has proven to be a success with communities accessing funding for a diverse range of locally based projects.
- 3.6. Alongside these established wind farm developments and their associated community benefit funds, there are a number of other potential wind farm developments throughout South Lanarkshire which are being considered in the statutory planning process. It is, therefore, possible that, subject to appropriate agreements being put in place, the level of community benefit available to communities will increase over the next 10 years. If promoted and managed well, this increase in community benefit will have a major positive impact on the eligible communities.
- 3.7. Although Planning and Economic Development Services lead in the delivery of community benefit, there is a significant level of consultation and cooperation across a wide range of Council services. This ensures that applicant groups are provided with the appropriate support and advice to deliver projects of a high quality and the projects brought forward best fit the needs of the communities and are delivered in the most efficient and effective way possible.

4. REF Projects Approved During 2017/2018

- 4.1. There are now 29 windfarm developments contributing to the REF operating across South Lanarkshire at the following locations:- Andershaw, Auchrobert, Bank End Rig, Blacklaw, Blantyre Muir, Burnbrae, Calder Water, Climpy, Couplaw, Dungavel, Dykehead, Eastertown, Garelwood, Haspielaw, High Dyke, Lampits, Millburn, Muirhall, Muirhall Extension, North Brackenridge, Nutberry, Pates Hill, Tanhill, Upper Haywood, West Browncastle, Westtown, Whitehill, Whitelee and Woodlands.
- 4.2. During the course of 2017/2018, contributions of £950,498.51 (including interest) were received from the operating companies, incorporating both annual payments and "one off" payments. A total of 22 projects have been supported with total grants of £345,135.85 towards total project costs of £1,419,649.94, giving an average grant award of £15,688 towards an average project cost of £64,529 - a 24.30% intervention rate. A complete list of projects supported in the last year is attached at Appendix A.

5. Clyde Windfarm Fund Projects Approved During 2017/2018

- 5.1. During 2017, the Clyde Wind Farm Community and Development Fund received contributions of £898,489 from SSE and supported 29 new projects with a combined grant award of £185,028. The overall value of these projects was £268,166.05 giving an average grant award of £6380 towards an average project cost of £9,247 - a 69% intervention rate.
- 5.2. A diverse range of community groups have benefited from access to these funds. A complete list of projects supported in the last year is attached at Appendix B.
- 5.3. The Executive Committee at its meeting on 8 March 2017 approved a number of amendments to the Clyde Wind Farm Community Benefit Fund. These include 100% small grants increasing from a maximum of £5,000 to £10,000 awards or £12,500 in the inner area, decision making in regard to the award of grants being devolved to the Clyde Wind Farm Community Group and the provision of up to 2 years revenue funding to support a capital project that has benefited from a grant award. These changes have been well received with a number of applications benefiting from these new arrangements.

6. Quarry Fund

- 6.1. In 2008, the Council also established a Quarry Fund for the collection and distribution of 'Developer Contribution' payments from quarry developments. The Quarry Fund model was developed from the experience gained in the development and management of the Renewable Energy Fund.
- 6.2. Agreements have been reached with a total of 8 developments to date to provide contributions to the Quarry Fund. In 2017/2018 contributions from the participating quarries totalled £4,312.22.

7. Employee Implications

- 7.1. Additional funds are managed within existing resources and there are no employee implications.

8. Financial Implications

- 8.1. There are no financial implications to the Council. No funding offers are issued without income from the respective developments being in place.

9. Other Implications

- 9.1. The risks falling on the Council in the administration of Community Benefits are reputational. Management of the funds are subject to the Council's normal financial scrutiny and reporting arrangements. By not undertaking this work, the Council would not be acting consistently in support of its adopted policy and there would be a risk that funds would not be distributed timeously and equitably to eligible community organisations.
- 9.2. There are no implications for sustainability in terms of the information contained within this report. The underlying basis of Community Benefit Funds is to support local community groups and organisations become more sustainable.

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. All necessary and appropriate consultations are undertaken within the Council, with partner organisations and community groups.

Michael McGlynn

Executive Director (Community and Enterprise Resources)

25 April 2018

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent
- ◆ Work with communities and partners to promote high quality, thriving and sustainable communities
- ◆ Make communities safer, stronger and sustainable

Previous References

- ◆ Enterprise Services Committee Report – Community Benefits Funds Annual Report 8 August 2017
- ◆ Executive Committee Report – Clyde Windfarm Community Benefit Fund – Proposed Amendments to Fund Management and Administration 8 March 2017

List of Background Papers

- ◆ List of all projects supported by the REF Community Benefit Funds
- ◆ List of all project supported by the Clyde Windfarm Community Fund

Contact for Further Information

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

Colin McFarlane, Project Development Officer,
Ext: 5922 (Tel: 01698 455922)
E-mail: colin.mcfarlane@southlanarkshire.gov.uk

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Appendix A

Renewable Energy Fund Projects 2017/2018

Organisation Name	Project	Windfarm	Organisation Town	Project Cost	Grant Award	Intervention Rate
Rigside Play Park Group	Skate Park Development	Andershaw	Rigside	£51,462.65	£15,597.20	30.31%
Shine Youth Music Theatre	I.T & Sound Equipment	Blacklaw	Carluke	£3,023.00	£3,023.00	100%
Forth Initiative Group	Forth Eco Site Solar Panel Upgrade	Blacklaw	Forth	£3,829.76	£3,829.76	100%
Equitots Lanarkshire Community Interest Company	Outdoor Learning Facilities	Blacklaw	Carluke	£4,500.00	£4,500.00	100%
Equitots Lanarkshire Community Interest Company	Horse riding all weather surface, IT & Furniture	Blacklaw	Carluke	£3,460.00	£3,460.00	100%
St Mary's Church	Roof Maintenance	Blacklaw	Lanark	£509,789.00	£70,000.00	13.73%
Lanark Community Development Trust	Castlebank Horticultural and Environmental Training Centre	Blacklaw	Lanark	£191,236.45	£76,986.45	40.26%
Cadzow Netball Club	Specialist Training & Equipment	Blantyre Muir	Hamilton	£2,010.00	£1,710.00	85.07%
Hamilton Bowling Club	Environmental & Access Enhancement	Blantyre Muir	Hamilton	£29,400.00	£5,000.00	17.01%
Hamilton South Parish Church	Hall Complex Entrance doors	Blantyre Muir	Hamilton	£5,459.30	£4,900.80	89.77%
Kirkhill Lawn Tennis Club	Resurface of current outdoor tennis court from blasé to an all weather surface.	Blantyre Muir	Cambuslang	£109,337.00	£5,000.00	4.57%
Strathaven Bowling Club	Restoration of Stone Dyke Boundary Wall	Calder water	Strathaven	£8,110.00	£5,000.00	61.65%
Larkhall Professional and Businessmen's Club	Community Garden Project Artist Materials	Dykehead	Larkhall	£4,900.00	£4,800.00	97.96%
Auchengray Church Centre Trust	Ground Landscaping paths and signage	Muirhall	Carnwath	£18,813.00	£7,525.00	40.00%
Lesmahagow Development Trust	Office Equipment	Nutberry	Lesmahagow	£5,018.80	£5,000.00	99.63%
Lesmahagow Highland Games Society	Equipment for Local Highland Games and Neighbouring Village Gala days	Nutberry	Lesmahagow	£1,447.00	£1,447.00	100%

Organisation Name	Project	Windfarm	Organisation Town	Project Cost	Grant Award	Intervention Rate
1st Lesmahagow Scouts	New Storage facility	Nutberry	Lesmahagow	£4,995.64	£4,995.64	100%
Thornton Road Community Centre Association (TRCCA)	Purchase of Community facility	Nutberry	Kirkmuirhill	£53,660.00	£14,995.00	27.94%
Netherburn Hall Management Committee	Netherburn Hall Improvements/Energy Efficiency Management	Westtown	Larkhall	£7,700.00	£5,000.00	64.94%
Stonehouse Bowling Club	Ecco Friendly Roof Upgrade	Westtown	Stonehouse	£33,487.00	£4,800.00	14.33%
Claremont Parish Church	Replacement Heating System	Whitelee	East Kilbride	£182,412.94	£50,750.00	27.82%
Hamilton Gymnastics Club	Facility refurbishment	Whitelee	Blantyre	£185,598.40	£46,816.00	25.22%

Clyde Windfarm Projects 2017/2018

Applicant Organisation	Type of Group	Project Location	Project that funding was sought for	Project Cost	Intervention Rate	Grant award
Crawford and Elvanfoot Community Council	Community	Crawford	hall Improvements	£3,193.80	100%	£3,193.80
Friends of Crawfordjohn Heritage Venture	Community	Crawfordjohn	Creation of rural display project for museum	£5,150.00	97%	£4,995.00
Tinto Village Day	Community	Symington	Support for activities at annual event	£4,124.50	66%	£2,740.00
Biggar Little Festival	Community	Biggar	Construction of website	£4,350.00	100%	£4,350.00
Symington Church	Community	Symington	upgrade of path	£1,589.20	100%	£1,589.20
Rigside Playpark Group	Community	Rigside	Creation of Skate park	£53,644.55	36%	£19,074.35
Biggar Bowling Club	Community	Biggar	Upgrade of venue	£5,190.00	96%	£5,000.00
Crawford and Elvanfoot Community Council	Community	Crawford and Elvanfoot	Support for specified community outings	£9,002.00	54%	£4,870.00
Leadhills Golf Club	Sports Club	Leadhills	course maintenance machinery	£9,120.00	68%	£6,220.00
Roberton Gardening Club	Community	Roberton	educational trip to cumbria	£2,450.00	57%	£1,385.00
Biggar Rugby Football Club	Sports Club	Biggar	Tractor, grass cutter and spreader	£10,100.00	100%	£10,000.00
Crawford and Elvanfoot Community Council	Community	Crawford and Elvanfoot	3 notice boards	£9,510.00	100%	£9,510.00
Camps Fly Fishing Association	Sports Club	Camps	purchase of 2 new fishing boats	£10,697.14	100%	10,697.14
GANDL	Community	Glencaple	Film project	£12,497.00	100%	£12,497.00
Biggar Institute	Community	Biggar	Hall improvements	£10,026.79	99%	£10,000.00
Biggar Free Operatives	Community	Biggar	Hall improvements	£5,997.60	100%	£5,997.60
Tinto Tug of War Club	Sports Club		equipment improvements	£9,918.00	100%	£9,918.00
Tinto Primary School	Local Authority	Symington	Mosaic project	£2,578.47	100%	£2,578.47
Crawford Bowling Club	Sports Club	Crawford	Green Improvements	£5,400.00	100%	£5,400.00
Biggar Embroiderers Guild	Community	Biggar	school Embroidery project	£1,030.00	100%	£1,030.00
Crawford WRI	Community	Crawford	support for craft training	£1,878.00	100%	£1,878.00

Applicant Organisation	Type of Group	Project Location	Project that funding was sought for	Project Cost	Intervention Rate	Grant award
Roberton WRI	Community	Roberton	support for craft training	£2,514.00	100%	£2,514.00
Crawfordjohn Hall Association	Trust	Crawfordjohn	Stage improvements	£10,372.08	96%	£9,972.08
Biggar Golf Club	Sports Club	Biggar	Club house improvements	£52,832.92		£25,316.46
Leadhills Community Council	Community	Leadhills	Mircro Grant scheme	£5,000	100%	£5,000
Duneaton Community Council	Community	Duneaton	Mircro Grant scheme	£5,000	100%	£5,000
Crawford and Elvanfoot Community Council	Community	Crawford and Elvanfoot	Mircro Grant scheme	£5,000	100%	£5,000
Thankerton and Libberton Community Council	Community	Thankerton	Mircro Grant scheme	£5,000	100%	£5,000
Biggar Community Council	Community	Biggar	Micro Grant Scheme	£5,000	£100	£5,000

Report

14

Report to:	Community and Enterprise Resources Committee
Date of Meeting:	22 May 2018
Report by:	Executive Director (Community and Enterprise Resources)

Subject:	Appointment of Public Analysts, Agricultural Analysts and Food Examiners
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise the Committee of the appointment of Public Analysts, Agricultural Analysts and Food Examiners for the Council

2. Recommendation(s)

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

- (1) that the continued appointment of Robert C Beattie, Public Analyst, Agricultural Analyst and Food Examiner be noted; and
- (2) that the appointment of Christopher Hunt as Public Analyst, Agricultural Analysts and Food Examiner be noted.

3. Background

- 3.1 Environmental Services take a range of samples including food, water and animal feed and have these items tested to ensure that they comply with statutory standards. Chemical analysis is certified by a Public Analyst and microbiological examination is certified by a Food Examiner.
- 3.2 Paragraph 163 of Schedule 13 to the Local Government etc (Scotland) Act 1994 amends Section 27(1) of the Food Safety Act 1990. The effect is to make it the duty of councils to appoint one or more Public Analyst to carry out duties under the Food Safety Act within their area.
- 3.3. Public Analysts must possess a masters in chemical analysis awarded by the Royal Society of Chemistry, as stated in Regulation 4 of the Food Safety (Sampling and Qualifications) (Scotland) Regulations 2013. The individuals referred to in the recommendations of this report hold the appropriate qualification.
- 3.4. Paragraph 85 of Schedule 13 to the Local Government etc (Scotland) Act 1994 makes it the duty of councils to enforce part IV of the Agriculture Act within their area. Section 67(3) of the Agriculture Act requires enforcement authorities to appoint sampling officers and analysts. Specifically, Section 67(3)(b) states that authorities shall appoint an agricultural analyst.

- 3.5. There is no statutory requirement to appoint Food Examiners but it would be of benefit to do so, as seen in recent legal proceedings when the Council was asked to show that the Food Examiner was entitled to act of the Council's behalf. The qualifications for these posts are detailed in Regulation 5 of the Food Safety (Sampling and Qualifications) (Scotland) Regulations 2013. (See Appendix 1). The individuals referred to in the recommendations of this report hold the appropriate qualifications.
- 3.6. As a result of competitive tendering exercises, the City of Edinburgh Council has been contracted to undertake analytical services since 2007. On 21 August 2007, the Community Resources Committee appointed Andrew C Mackie and Robert C Beattie as Public Analysts, Agricultural Analysts and Food Examiners.

4. Current Position

- 4.1. On 1 July 2014, the City of Edinburgh Council (CEC) were awarded a three year contract from 1 July 2016 to 30 June 2019 with an option to extend for two years to 30 June 2021 to provide scientific services.
- 4.2. Robert C Beattie is still employed by the City of Edinburgh Council and continues to be an appointed Public Analyst, Agricultural Analyst and Food Examiner for South Lanarkshire Council.
- 4.3. Andrew C Mackie has retired and has been replaced by Christopher Hunt by CEC.
- 4.4. It is therefore noted that in addition to Robert C Beattie, the following individual be appointed as Public Analyst, Agricultural Analyst and Food Examiner with immediate effect: -
- ♦ Christopher Hunt BSc, MChemA, CChem, FRSC.

5. Employee Implications

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

6. Financial Implications

- 6.1. There are no financial implications contained within this report. The cost for analysing the samples is met from existing revenue budgets.

7. Other Implications

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

8. Equality Impact Assessment and Consultation Arrangements

- 8.1. This report does not introduce a new policy, function or strategy nor 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.

Michael McGlynn
Executive Director (Community and Enterprise Resources)

8 May 2018

Link(s) to Council Objectives/Ambitions/Values

- ◆ Make communities safer, stronger and sustainable

Previous References

- ◆ Community Resources Committee 21 August 2007

List of Background Papers

None

Contact for Further Information

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

Craig Brown Environmental Services Manager

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Appendix 1

Food Safety (Sampling and Qualifications) (Scotland) Regulations 2013

Regulation 5, Schedule 2, Part 1, Qualifications for Food Examiners:

1. A first degree (with honours) in microbiology (irrespective of the title of the degree).
2. A degree of master of science, provided that –
 - a. The degree was awarded following an examination rather than a thesis; and
 - b. At least one paper in the degree was in microbiology.
3. Fellowship of the Institute of Biomedical Sciences if that fellowship has been gained after passing the higher specialist diploma examination in medical microbiology set by that Institute.
4. The degree in mastership in chemical analysis awarded by the Royal Society of Chemistry.
5. Fellowship or membership of the Institute of Food Science and Technology.
6. The graduateship of the Society of Biology gained after passing the examinations in the Society's theory paper in microbiology.

Report

15

Report to:	Community and Enterprise Resources Committee
Date of Meeting:	18 May 2018
Report by:	Executive Director (Community and Enterprise Resources)

Subject:	Community and Enterprise Resources - Notification of Contracts Awarded - 1 October 2017 to 31 March 2018
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide notification in line with Standing Orders on Contracts to Committee of all contracts awarded by Community and Enterprise Resources during the period 1 October 2017 to 31 March 2018.

2. Recommendation(s)

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

- (1) that details of the contracts awarded be noted.

3. Background

3.1. It is a requirement of Clauses 21.8 and 22.5 of the Standing Orders on Contracts that details of the acceptance of all tenders above £50,000 be reported retrospectively to the relevant Committee for noting, other than those under Clause 21.3 where the award is not the lowest in a price only tender, or costs exceed the approved financial provision. In these instances, a report is submitted to the appropriate Committee and subsequent authority to award is granted by that Committee.

4. Contract Awards

4.1. A full list of contracts awarded during this period on the basis of lowest offer and/or most economically advantageous offer submitted, is provided at Appendix 1.

5. Employee Implications

5.1. Contracts management, including performance appraisal, will be undertaken by both the main user Services and Procurement.

6. Financial Implications

6.1. There are no financial implications associated with this report which is for information purposes only. Appropriate budgetary provision is available for each of the contracts awarded.

7. Other Implications

7.1. There is a risk that failure to report awards may lead to contracts being awarded that do not represent best value, breach statutory procurement obligations and Standing Orders or do not follow internal processes which mitigate the risk.

8. Equality Impact Assessment and Consultation Arrangements

- 8.1. This report does not introduce a new policy, function or strategy nor 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.

Michael McGlynn

Executive Director (Community and Enterprise Resources)

01 May 2018

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent

Previous References

- ◆ Report to Enterprise Services Committee dated 17 January 2017

List of Background Papers

- ◆ Standing Orders on Contracts

Contact for Further Information

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

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Community and Enterprise Resources
Contracts Awarded over £50,000 in value

Period: 1 October 2017 to 31 March 2018

Contract	Awarded Contractors	Contract Value	Award Date	Period of Contract/Framework
Scotland Excel Framework for the Supply and Delivery of Street Lighting Materials	John MacLean & Sons Electrical	£58,269.20	09/10/17	01/07/14 – 30/06/16 (18)
Supply and delivery of Gear Trays - Scenario 6 (LED programme)	James M Anderson Ltd	£136,925.00	01/11/17	01/11/17 – 31/01/18
Supply and delivery of LED's - Scenario 6 (LED programme)	Urbis Schreder Ltd	£154,260.00	01/11/17	01/11/17 – 31/01/18
Supply and Delivery of LED's - Scenario 6 (LED programme)	Street Lighting Supplies Ltd	£1,000,263.00	01/11/17	01/11/17 – 31/01/18
Motor Vehicle Accessories And Components - Tyres	McConechy's Tyre Services Ltd	£1,800,000.00	01/11/17	01/11/17 – 31/10/21
Vending Machine Services	Excel Vending Ltd	£440,000.00	04/12/17	01/01/18 – 31/12/20 (22)

Contract	Awarded Contractors	Contract Value	Award Date	Period of Contract/Framework
Supply and Delivery of Roads Maintenance Materials - Concrete Products	Jewson Ltd	£169,200.00	11/12/17	11/12/17 – 31/10/19 (21)
Supply and Delivery of Roads Maintenance Materials – Traffic Management Products	Bunzl Greenham	£100,000.00	11/12/17	11/12/17 – 31/10/19 (21)
Supply and Delivery of Roads Maintenance Materials - Drainage Products	Grafton Merchanting GB Ltd	£197,500.00	11/12/17	11/12/17 – 31/10/19 (21)
Supply and Delivery of Roads Maintenance Materials - Line Marking Material	Jewson Ltd	£212,000.00	18/12/17	18/12/17 – 31/10/19 (21)
Supply and Delivery of Roads Maintenance Materials - Miscellaneous Products	D Gibson Road and Quarry Services – Now Assigned to Mallatite UK Ltd	£272,000.00	18/12/17	18/12/17 – 31/10/19 (21)
Scotland Excel Framework for Heavy Vehicles	Woodall Nicholson Ltd T/A Mellor Coachcraft	£670,140.00	18/12/17	13/01/14 – 31/12/16 (17)
Receipt and Processing of Recyclable Waste	Smurfit Kappa	£506,548.00	18/12/17	01/04/18 – 31/03/20 (22)

Contract	Awarded Contractors	Contract Value	Award Date	Period of Contract/Framework
Highway Electrical Connections	Electrical Testing Services Ltd	£192,985.00	01/01/18	01/01/18 – 31/01/19 (20)
Provision of Festive Lighting	Lightways (Contractors) Ltd	£865,000.00	20/12/17	07/01/18 – 06/01/20 (22)
Lighting Installation Works at Victoria Street, Blantyre	Lightways (Contractors) Ltd	£125,003.00	01/03/18	01/03/18 – 31/12/18
Scotland Excel Framework for Heavy Vehicles	Imperial Commercials Ltd	£157,358.00	15/03/18	01/01/18 – 31/12/21
Receipt and Processing of Recyclable Waste	Levenseat Ltd	£521,396.00	18/12/17	01/04/18 – 31/03/20 (22)

