



Council Offices, Almada Street
Hamilton, ML3 0AA

Tuesday, 30 April 2019

Dear Councillor

Finance and Corporate Resources Committee

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

Date: Wednesday, 08 May 2019

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

Gladys Miller (Chair), Graeme Horne (Depute Chair), Collette Stevenson (Depute Chair), John Ross (ex officio), Alex Allison, John Anderson, Walter Brogan, Janine Calikes, Graeme Campbell, Margaret Cooper, Peter Craig, Maureen Devlin, Isobel Dorman, Joe Fagan, Geri Gray, Eric Holford, Eileen Logan, Joe Lowe, Hugh Macdonald, Monique McAdams, Catherine McClymont, Mark McGeever, Jim McGuigan, Mo Razzaq, Jim Wardhaugh, Jared Wark

Substitutes

John Bradley, Andy Carmichael, Poppy Corbett, Margaret Cowie, Mary Donnelly, Ian Harrow, Martin Lennon, Richard Lockhart, Katy Loudon, Lynne Nailon, Margaret B Walker, Sheena Wardhaugh, David Watson, Josh Wilson,

BUSINESS

- 1 Declaration of Interests**
- 2 Minutes of Previous Meeting** 5 - 12
Minutes of the meeting of the Finance and Corporate Resources Committee held on 20 February 2019 submitted for approval as a correct record. (Copy attached)
- 3 Minutes of Appeals Panel** 13 - 14
Minutes of the Appeals Panel held on 5 March 2019 submitted for approval as a correct record. (Copy attached)

Monitoring Item(s)

- 4 Revenue Budget Monitoring 2018/2019 - Finance and Corporate Resources** 15 - 24
Report dated 10 April 2019 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 5 Capital Budget Monitoring 2018/2019 - Finance and Corporate Resources** 25 - 28
Report dated 17 April 2019 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 6 Finance and Corporate Resources' - Workforce Monitoring - January and February 2019** 29 - 34
Report dated 26 March 2019 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 7 Council-wide Workforce Monitoring – January and February 2019** 35 - 54
Report dated 26 March 2019 by the Executive Director (Finance and Corporate Resources). (Copy attached)

Item(s) for Decision

- 8 Revenue Collection and Approval for Write-Offs** 55 - 60
Report dated 16 April 2019 by the Executive Director (Finance and Corporate Resources). (Copy attached)

Item(s) for Noting

- 9 Landlord Registration Service** 61 - 62
Report dated 17 April 2019 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 10 Notification of Contracts Awarded** 63 - 66
Report dated 17 April 2019 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 11 Early Retirement, Voluntary Severance and Switch 2** 67 - 72
Report dated 16 April 2019 by the Executive Director (Finance and Corporate Resources). (Copy attached)

Urgent Business

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

For further information, please contact:-

Clerk Name: Stuart McLeod

Clerk Telephone: 01698 454815

Clerk Email: stuart.mcleod@southlanarkshire.gov.uk

FINANCE AND CORPORATE RESOURCES COMMITTEE

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Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 20 February 2019

Chair:

Councillor Graeme Horne (Depute)

Councillors Present:

Councillor Alex Allison, Councillor John Anderson, Councillor Walter Brogan, Councillor Janine Calikes, Councillor Graeme Campbell, Councillor Peter Craig, Councillor Maureen Devlin, Councillor Mary Donnelly (*substitute for Councillor Gladys Miller*), Councillor Isobel Dorman, Councillor Joe Fagan, Councillor Geri Gray, Councillor Eric Holford, Councillor Eileen Logan, Councillor Joe Lowe, Councillor Catherine McClymont, Councillor Hugh Macdonald, Councillor Mark McGeever, Councillor Jim McGuigan, Councillor Mo Razzaq, Councillor Collette Stevenson (Depute), Councillor Jim Wardhaugh, Councillor Jared Wark

Councillors' Apologies:

Councillor Margaret Cooper, Councillor Monique McAdams, Councillor Gladys Miller (Chair), Councillor John Ross (ex officio)

Attending:

Finance and Corporate Resources

P Manning, Executive Director; C Fergusson, Head of Finance (Transactions); T Little, Head of Communications and Strategy; G McCann, Head of Administration and Legal Services; S McLeod, Administration Officer; K McVeigh, Head of Personnel Services; J Taylor, Head of Finance (Strategy); B Teaz, Head of Information Technology Services

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Finance and Corporate Resources Committee held on 28 November 2018 were submitted for approval as a correct record.

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

3 Minutes of Appeals Panel

The minutes of the meetings of the Appeals Panel held on 13 December 2018 and 17 January 2019 were submitted for approval as a correct record.

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

4 Revenue Budget Monitoring 2018/2019 – Finance and Corporate Resources

A report dated 23 January 2019 by the Executive Director (Finance and Corporate Resources) was submitted comparing actual expenditure for the period 1 April 2018 to 4 January 2019 against budgeted expenditure for 2018/2019 for Finance and Corporate Resources.

The Committee decided:

- (1) that the breakeven position on the Finance and Corporate Resources' revenue budget, as detailed in Appendix A to the report, be noted;
- (2) that the forecast to 31 March 2019 of a breakeven position be noted; and
- (3) that the budget virements, as detailed in the appendices to the report, be approved.

5 Capital Budget Monitoring 2018/2019 – Finance and Corporate Resources

A report dated 31 January 2019 by the Executive Director (Finance and Corporate Resources) was submitted advising of progress on Finance and Corporate Resources' capital programme for 2018/2019 and summarising the expenditure position at 4 January 2019.

The Committee decided: that the Finance and Corporate Resources' capital programme of £1.592 million, and expenditure to date of £1.402 million, be noted.

Councillor Holford entered the meeting during this item of business

6 Finance and Corporate Resources – Workforce Monitoring – October to December 2018

A report dated 21 January 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the following employee information for Finance and Corporate Resources for the period October to December 2018:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ Staffing Watch as at 8 September 2018

The Committee decided: that the report be noted.

[Reference: Minutes of 28 November 2018 (Paragraph 6)]

7 Council-wide Workforce Monitoring – October to December 2018

A report dated 21 January 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period October to December 2018:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ Staffing Watch as at 8 September 2018

The Committee decided: that the report be noted.

[Reference: Minutes of 28 November 2018 (Paragraph 7)]

8 Treasury Management Activity – Third Quarter Review

A report dated 3 January 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the third quarter review of Treasury Management activity for 2018/2019.

Details were given on:-

- | | |
|--|----------------------------------|
| ◆ market performance | ◆ management of risk |
| ◆ debt management and borrowing strategy | ◆ next quarter investment plans |
| ◆ investment activity | ◆ treasury management indicators |

The Committee decided: that the report be noted.

9 Finance and Corporate Resource Plan – Quarter 2 Progress Report 2018/2019

A report dated 15 January 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the Finance and Corporate Resource Plan for 2018/2019. Details were provided on progress made at the end of quarter 2, covering the period 1 April to 30 September 2018, in implementing the priority projects identified in the Resource Plan.

The Committee decided: that the report be noted.

[Reference: Minutes of the Executive Committee of 21 November 2018 (Paragraph 19)]

10 Revenue Collection and Approval for Write-Offs

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

- ◆ collection performance for 2018/2019 on revenues income which comprised Council Tax, non-domestic rates, sundry debts and arrears
- ◆ performance against the Business Rates Incentivisation Scheme (BRIS) target
- ◆ the write-off of irrecoverable Council Tax, non-domestic rates, Hamilton and Carlisle Town Centre Business Improvement District (BID) levies, sundry debt, former tenant rent arrears, factoring arrears and Housing Benefit overpayments

The BRIS was intended to incentivise growth of the local business tax base with a view to increasing non-domestic rates income yields. The Scottish Government set annual targets for growth (buoyancy) and councils that met their target would retain 50% of the additional income generated. The annual buoyancy target for South Lanarkshire Council for 2018/2019 had been set at 1.8% and the Council's performance against the target for the third quarter to the end of December 2018 was 0.25%. This meant that the Council's tax base required to achieve growth of 1.55% by 31 March 2019 to secure additional funding under the Scheme.

It was proposed that the following debts be written off:-

- ◆ irrecoverable Council Tax accounts from 1993/1994 to 2018/2019 to the value of £250,000.94, relating primarily to prescribed debt, sequestrations and estates of the deceased

- ◆ non-domestic rates from 2016/2017 to 2018/2019 totalling £645,263.98 relating to debtors who were in liquidation, had ceased trading or had been sequestrated
- ◆ BID levies totalling £2,858.58
- ◆ sundry debts to a value of £166,998.68
- ◆ former tenant rent arrears totalling £30,054.97, factoring arrears totalling £5,767.17 and Housing Benefit overpayments totalling £88,250.26

The Committee decided:

- (1) that the Council's performance in the collection of revenues be noted;
- (2) that the Council's performance against the Business Rates Incentivisation Scheme target be noted; and
- (3) that the write-off of the following irrecoverable debts be approved:-
 - ◆ Council Tax debt from 1993/1994 to 2018/2019 to the value of £250,000.94
 - ◆ non-domestic rates from 2016/2017 to 2018/2019 totalling £645,263.98
 - ◆ Hamilton and Carluke Town Centre Business Improvement District levies totalling £2,858.58
 - ◆ sundry debts to a value of £166,998.68
 - ◆ house rent and associated charges totalling £124,072.40

[Reference: Minutes of 28 November 2018 (Paragraph 9)]

11 Common Good Update

A report dated 26 October 2018 by the Executive Director (Finance and Corporate Resources) was submitted:-

- ◆ providing an update on the cyclical spend currently committed against the Common Good Repairs and Maintenance budgets for both Lanark and Hamilton
- ◆ providing an update on projects currently committed from the Common Good budgets for both Lanark and Hamilton
- ◆ requesting approval for funding of £30,000 from the Hamilton Common Good Fund for a first stage review of parking in Hamilton Town Centre

The Common Good funds held within South Lanarkshire Council were Lanark, Biggar, Hamilton and Rutherglen. The Common Good Accounts in Lanark and Hamilton held a number of properties and a proactive approach to maintenance supported the viability of those assets and reduced the Council's risk to greater liability in the future. At its meeting on 2 October 2013, this Committee had approved an annual cyclical maintenance plan of £15,000 for both Lanark and Hamilton Common Good properties.

Details of current expenditure and commitments in relation to the Lanark and Hamilton Common Good repairs and maintenance budgets for 2018/2019 and projects committed against the Lanark Common Good Fund, outwith the repairs and maintenance budget allocation, as approved by this Committee, were provided in the report.

An update on progress in relation to ongoing projects, which had previously been reported to this Committee, was also provided in the report. This included the replacement of gabion baskets at Lanark Loch which could not be carried out until the repair to the loch's outlet pipe had been completed. An external specialist had been assessing the pipe repairs and it was anticipated that an estimated cost of repairs and contract documents would be available by the end of February 2019. Once this information had been received, a tender process would be undertaken to appoint a suitable contractor and a further report on the costs of the project would be reported to a future meeting of this Committee. It was noted that there was a specific window of opportunity to drain the loch in order to replace the gabion baskets and, as such, the earliest opportunity to complete the work would be February 2020.

At its meeting on 30 October 2018, the Community and Enterprise Resources Committee had approved a Hamilton Town Centre Strategy and Action Plan. The Plan set out a range of short and long-term actions which were designed to enhance and support Hamilton town centre. An early priority project was the renewal and maintenance of Hamilton's Town Square which included works on the "sails" structure at an estimated cost of £20,000. The remaining Hamilton Common Good repairs and maintenance budget for 2018/2019 of £13,249 would be used to contribute towards the cost of this project.

Concerns had been raised with Roads and Transportation Services in relation to poor lighting on a path between the Back Row and Common Green in Hamilton which was on Common Good land. There was no legislative requirement to light the path and, as it was on Common Good land, the Council's Roads and Transportation Services were not responsible for its maintenance. The cost to install lighting on the path had been estimated at £5,990 and it was intended to carry out the work in 2019/2020, with the cost being met by the Hamilton Common Good repairs and maintenance budget for 2019/2020.

At its meeting on 22 January 2019, the Community and Enterprise Resources Committee had considered a Parking Demand Management Review and had approved, in principle, Phase 1 of the Review which covered Hamilton town centre and the surrounding area, subject to the approval of funding by this Committee.

Effective management of parking on the road network allowed streets to be kept clear of inappropriately parked vehicles to ensure that traffic could flow more freely, buses could use the bays provided, deliveries could be made on time and available parking spaces had an appropriate level of turnover. It had been 3 years since there had been any amendments to parking demand management and given that in many areas, in particular around town centres, it remained a focus of attention, it was considered appropriate to initiate a phased review at this time.

The estimated costs for Phase 1 of the Review for Hamilton town centre and the surrounding area was £30,000 and it was proposed that this be met from the Hamilton Common Good Fund.

The Committee decided:

- (1) that the cyclical spend committed against the Common Good Repairs and Maintenance budgets for Lanark and Hamilton be noted;
- (2) that the projects currently committed outwith Repairs and Maintenance, from the Lanark and Hamilton Common Good Funds, be noted; and

- (3) that funding of £30,000 from the Hamilton Common Good Fund for Phase 1 of the Parking Demand Management Review in Hamilton town centre and the surrounding area be approved.

[Reference: Minutes of 28 November 2018 (Paragraph 10) and Minutes of Community and Enterprise Resources Committee of 22 January 2019 (Paragraph 12)] and 30 October 2018 (Paragraph 9)]

12 Update of the Finance and Corporate Resources' Risk Register and Risk Control Plan

A report dated 18 January 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the Risk Register and Risk Control actions for Finance and Corporate Resources.

The risks were scored in accordance with the Council's scoring mechanism which scored risks based on likelihood and impact of risk. This had resulted in risks being scored between 1 to 9 (low to high). Risks were scored on their inherent risk (risk if nothing was done) and their residual risk (risk after applying controls).

The Risk Register would be monitored and updated on an ongoing basis to allow new risks to be added and for the control measures and scores of the existing risks to be reviewed.

Details of the top risks (scored 7 to 9) for the Resource were detailed in the appendix to the report and table one within the report demonstrated that the risk exposure within the Resource was in line with acceptable tolerance.

There were 5 risk control actions due for completion during the remainder of 2018/2019 and outstanding actions to mitigate the risks would be progressed by relevant officers.

Within Finance and Corporate Resources, 3 partnerships had been identified, of which the Community Planning Partnership (CPP) had been assessed as high risk and the remaining 2 partnerships had been assessed as low risk.

Appropriate risk management arrangements were in place for the CPP. The Partnership's Risk Register had recently been reviewed and updated and the outcome had been reported to the CPP Board at its meeting on 6 June 2018.

A review of claims carried out for the period 1 April 2014 to 31 December 2016 identified that there were no hotspot areas for Finance and Corporate Resources. A review of the claims received for the period 1 January 2017 to 31 March 2019 would be undertaken during 2019/2020 to identify any new claims trends or hotspot areas.

The Committee decided:

- (1) that the contents of the Finance and Corporate Resources' Risk Register be noted; and
- (2) that it be noted that the outstanding risk control actions for 2018/2019 would be progressed by relevant officers.

[Reference: Minutes of 7 February 2018 (Paragraph 11)]

13 Procurement Strategy - Action Plan Update

A report dated 25 January 2019 by the Executive Director (Finance and Corporate Resources) was submitted on progress made in relation to the Council's Procurement Strategy Action Plan for the period April to September 2018.

The Procurement Strategy, covering the period January 2017 to March 2020, which had been approved by the Executive Committee at its meeting on 8 February 2017, reflected those actions continued from the previous Strategy, including the introduction and roll out of supplier and contract management modules for appropriate contracts.

The Procurement Strategy Action Plan was attached as Appendix 1 to the report and included details on progress which had been achieved and actions which had been completed as at 30 September 2018. A summary of the main achievements and remaining actions, which would form part of a continual improvement programme, were summarised in the report.

The Committee decided: that progress on the Procurement Strategy Action Plan be noted.

[Reference: Minutes of 19 September 2018 (Paragraph 17) and Minutes of the Executive Committee of 8 February 2017 (Paragraph 8)]

15 Urgent Business

There were no items of urgent business.

APPEALS PANEL

Minutes of meeting held in Committee Room 3, Council Offices, Almada Street, Hamilton on 5 March 2019

Chair:

Councillor Gladys Miller

Councillors Present:

Councillor Peter Craig, Councillor Maureen Devlin

Attending:

Finance and Corporate Resources

S McLeod, Administration Officer; E Maxwell, Personnel Adviser

1 Declaration of Interests

No interests were declared.

2 Urgent Business

There were no items of urgent business.

3 Exclusion of Press and Public

The Panel decided:	that, in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, the press and public be excluded from the meeting for the next item of business on the grounds that it was likely that there would be disclosure of exempt information in terms of Paragraph 1 of Part I of Schedule 7A of the Act.
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4 Appeal Against Dismissal

The Panel considered an appeal (Ref 13/18) by an employee against his dismissal.

The appellant was present and represented by S Smellie of UNISON. The Council was represented by a Human Resources Business Partner. The Council called a witness and the appellant's representative called the appellant. All parties were heard in relation to the appeal and then withdrew from the meeting.

The Panel decided:	that the grounds of the appeal had not been substantiated and the appeal be not upheld.
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Report

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Report to:	Finance and Corporate Resources Committee
Date of Meeting:	8 May 2019
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Revenue Budget Monitoring 2018/2019 - Finance and Corporate Resources
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide information on the actual expenditure measured against the revenue budget for the period 1 April 2018 to 1 March 2019 for Finance and Corporate Resources
- ♦ provide a forecast for the year to 31 March 2019

2. Recommendation(s)

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

- (1) that the forecast to 31 March 2019 of a breakeven position, as detailed in Appendix A of the report, be noted;
- (2) that a breakeven position as at 1 March 2019, as detailed in Appendix A of the report, be noted; and
- (3) that the proposed budget virements be approved.

3. Background

3.1. This is the fourth revenue budget monitoring report presented to the Finance and Corporate Resources Committee for the financial year 2018/2019.

3.2. The report details the financial position for Finance and Corporate Resources on Appendix A, along with variance explanations in Appendices B-G.

4. Employee Implications

4.1. None

5. Financial Implications

5.1. **Probable Outturn:** Following the Council's formal Probable Outturn exercise, the forecast for the revenue budget to 31 March 2019 is a breakeven position **before** transfers to reserves. As there are no proposed transfers to reserves, the forecast remains a breakeven position **after** transfers to reserves. This is detailed in Appendix A.

5.2. **Position as at 1 March 2019:** As at 1 March 2019, there is a breakeven position against the phased budget. The Resource position as outlined in Appendix A reflects transfers from reserves that have taken place during the financial year and have been previously reported to the Committee.

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 the report.

Paul Manning

Executive Director (Finance and Corporate Resources)

10 April 2019

Link(s) to Council Values/Objectives

- ♦ Value: Accountable, Effective, Efficient and Transparent

Previous References

- ♦ None

List of Background Papers

- ♦ Financial ledger and budget monitoring results to 1 March 2019

Contact for Further Information

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

Lorraine O'Hagan, Finance Manager (Strategy)

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SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 1 March 2019 (No.13)

Finance and Corporate Resources Summary

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion 01/03/19	Actual BEFORE Transfers 01/03/19	Variance 01/03/19		% Variance 01/03/19	Note
	£000	£000	£000	£000	£000	£000	£000			
Employee Costs	33,116	33,125	(9)	(9)	29,078	29,144	(66)	over	(0.2%)	
Property Costs	2,685	2,810	(125)	(125)	2,200	2,281	(81)	over	(3.7%)	
Supplies & Services	5,386	5,525	(139)	(139)	4,885	4,995	(110)	over	(2.3%)	
Transport & Plant	102	76	26	26	89	63	26	under	29.2%	
Administration Costs	7,575	7,520	55	55	6,185	6,105	80	under	1.3%	
Payments to Other Bodies	4,350	4,022	328	328	3,295	3,012	283	under	8.6%	
Payments to Contractors	278	336	(58)	(58)	270	339	(69)	over	(25.6%)	
Transfer Payments	80,897	79,219	1,678	1,678	73,798	72,240	1,558	under	2.1%	
Financing Charges	1,214	1,184	30	30	1,032	999	33	under	3.2%	
Total Controllable Exp.	135,603	133,817	1,786	1,786	120,832	119,178	1,654	under	1.4%	
Total Controllable Inc.	(101,695)	(99,909)	(1,786)	(1,786)	(84,891)	(83,237)	(1,654)	under recovered	(1.9%)	
Net Controllable Exp.	33,908	33,908	0	0	35,941	35,941	0	-	0.0%	

Variance Explanations

Variance explanations are shown in Appendices B to G as appropriate.

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 1 March 2019 (No.13)

Finance Services

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion 01/03/19	Actual BEFORE Transfers 01/03/19	Variance 01/03/19		% Variance 01/03/19	Note
	£000	£000	£000	£000	£000	£000	£000			
Employee Costs	14,693	14,469	224	224	12,897	12,726	171	under	1.3%	1
Property Costs	2,077	2,145	(68)	(68)	1,656	1,690	(34)	over	(2.1%)	
Supplies & Services	809	900	(91)	(91)	647	698	(51)	over	(7.9%)	2
Transport & Plant	12	5	7	7	10	5	5	under	50.0%	
Administration Costs	1,212	1,243	(31)	(31)	1,039	1,040	(1)	over	(0.1%)	
Payments to Other Bodies	495	487	8	8	495	491	4	under	0.8%	
Payments to Contractors	277	336	(59)	(59)	269	331	(62)	over	(23.0%)	3
Transfer Payments	80,897	79,219	1,678	1,678	73,798	72,240	1,558	under	2.1%	4
Financing Charges	216	185	31	31	141	109	32	under	22.7%	
Total Controllable Exp.	100,688	98,989	1,699	1,699	90,952	89,330	1,622	under	1.8%	
Total Controllable Inc.	(85,276)	(83,880)	(1,396)	(1,396)	(74,728)	(73,481)	(1,247)	under recovered	(1.7%)	5
Net Controllable Exp.	15,412	15,109	303	303	16,224	15,849	375	under	2.3%	

Variance Explanations

- Employee Costs**
The underspend is due to vacancies which are being considered in line with service requirements.
- Supplies and Services**
The overspend is due to additional contract costs in relation to the Benefits and Revenues systems.
- Payments to Contractors**
The overspend relates to increased payments to both Scotland Excel (Procurement) and Tunstall Response (Overspill Alert Alarms) in the financial year.
- Transfer Payments**
The underspend is due to the reduced cost of overpayments as part of the administration of Housing Benefit and is partially offset by an under recovery of income.
- Income**
The under recovery reflects the demand for Housing Benefit and partially offsets an underspend in transfer payments above.

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 1 March 2019 (No.13)

Audit Services

Budget Category	Annual Budget £000	Forecast for Year BEFORE Transfers £000	Annual Forecast Variance BEFORE Transfers £000	Annual Forecast Variance AFTER Transfers £000	Budget Proportion 01/03/19 £000	Actual BEFORE Transfers 01/03/19 £000	Variance 01/03/19 £000		% Variance 01/03/19	Note
Employee Costs	578	568	10	10	506	511	(5)	over	(1.0%)	
Property Costs	0	0	0	0	0	0	0	-	n/a	
Supplies & Services	10	6	4	4	8	5	3	under	37.5%	
Transport & Plant	0	0	0	0	0	0	0	-	n/a	
Administration Costs	8	5	3	3	7	4	3	under	42.9%	
Payments to Other Bodies	0	0	0	0	0	0	0	-	n/a	
Payments to Contractors	1	0	1	1	1	0	1	under	100.0%	
Transfer Payments	0	0	0	0	0	0	0	-	n/a	
Financing Charges	4	3	1	1	3	3	0	-	0.0%	
Total Controllable Exp.	601	582	19	19	525	523	2	under	0.4%	
Total Controllable Inc.	(254)	(230)	(24)	(24)	(62)	(43)	(19)	under recovered	(30.6%)	1
Net Controllable Exp.	347	352	(5)	(5)	463	480	(17)	over	(3.7%)	

Variance Explanations

1. Income

The under recovery is due to less than anticipated income from SEEMIS in the financial year reflecting the level of service provided.

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 1 March 2019 (No.13)

Information Technology Services

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion 01/03/19	Actual BEFORE Transfers 01/03/19	Variance 01/03/19		% Variance 01/03/19	Note
	£000	£000	£000	£000	£000	£000	£000			
Employee Costs	5,456	5,537	(81)	(81)	4,772	4,830	(58)	over	(1.2%)	1
Property Costs	435	502	(67)	(67)	373	428	(55)	over	(14.7%)	2
Supplies & Services	3,453	3,493	(40)	(40)	3,227	3,261	(34)	over	(1.1%)	
Transport & Plant	9	4	5	5	9	4	5	under	55.6%	
Administration Costs	1,568	1,546	22	22	1,298	1,285	13	under	1.0%	
Payments to Other Bodies	0	0	0	0	0	0	0	-	n/a	
Payments to Contractors	0	0	0	0	0	8	(8)	over	n/a	
Transfer Payments	0	0	0	0	0	0	0	-	n/a	
Financing Charges	564	556	8	8	554	548	6	under	1.1%	
Total Controllable Exp.	11,485	11,638	(153)	(153)	10,233	10,364	(131)	over	(1.3%)	
Total Controllable Inc.	(7,207)	(7,294)	87	87	(5,049)	(5,114)	65	over recovered	1.3%	3
Net Controllable Exp.	4,278	4,344	(66)	(66)	5,184	5,250	(66)	over	(1.3%)	

Variance Explanations**1. Employee Costs**

The overspend is mainly due to lower than anticipated staff turnover across the Service to date.

2. Property Costs

The overspend is due to increased electricity costs at Caird Data Centre.

3. Income

The over recovery is due to increased recharges for corporate telephony in the financial year.

SOUTH LANARKSHIRE COUNCIL
Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 1 March 2019 (No.13)

Personnel Services

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion 01/03/19	Actual BEFORE Transfers 01/03/19	Variance 01/03/19		% Variance 01/03/19	Note
	£000	£000	£000	£000	£000	£000	£000			
Employee Costs	6,540	6,555	(15)	(15)	5,782	5,815	(33)	over	(0.6%)	
Property Costs	146	147	(1)	(1)	146	148	(2)	over	(1.4%)	
Supplies & Services	314	267	47	47	294	265	29	under	9.9%	
Transport & Plant	38	25	13	13	31	18	13	under	41.9%	
Administration Costs	1,706	1,611	95	95	1,253	1,157	96	under	7.7%	1
Payments to Other Bodies	3,049	2,744	305	305	2,012	1,757	255	under	12.7%	2
Payments to Contractors	0	0	0	0	0	0	0	-	n/a	
Transfer Payments	0	0	0	0	0	0	0	-	n/a	
Financing Charges	41	43	(2)	(2)	32	36	(4)	over	(12.5%)	
Total Controllable Exp.	11,834	11,392	442	442	9,550	9,196	354	under	3.7%	
Total Controllable Inc.	(3,557)	(3,309)	(248)	(248)	(1,464)	(1,281)	(183)	under recovered	(12.5%)	3
Net Controllable Exp.	8,277	8,083	194	194	8,086	7,915	171	under	2.1%	

Variance Explanations

1. Administration Costs

The underspend is mainly due to the reduced cost of corporate training in the financial year.

2. Payment to Other Bodies

The underspend is mainly due to the reduced cost of employability programmes in the financial year.

3. Income

The under recovery is mainly due to the reduced funding required from the Training Fund in the financial year and is offset by an underspend in the cost of Modern Apprentices.

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 1 March 2019 (No.13)

Administration, Legal and Licensing Services

	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion 01/03/19	Actual BEFORE Transfers 01/03/19	Variance 01/03/19		% Variance 01/03/19	Note
	£000	£000	£000	£000	£000	£000	£000			
<u>Budget Category</u>										
Employee Costs	4,061	4,196	(135)	(135)	3,558	3,689	(131)	over	(3.7%)	1
Property Costs	27	16	11	11	25	15	10	under	40.0%	
Supplies & Services	122	129	(7)	(7)	113	143	(30)	over	(26.5%)	
Transport & Plant	15	16	(1)	(1)	14	12	2	under	14.3%	
Administration Costs	2,066	2,051	15	15	1,819	1,804	15	under	0.8%	
Payments to Other Bodies	723	710	13	13	705	683	22	under	3.1%	
Payments to Contractors	0	0	0	0	0	0	0	-	n/a	
Transfer Payments	0	0	0	0	0	0	0	-	n/a	
Financing Charges	33	33	0	0	15	16	(1)	over	(6.7%)	
Total Controllable Exp.	7,047	7,151	(104)	(104)	6,249	6,362	(113)	over	(1.8%)	
Total Controllable Inc.	(2,552)	(2,533)	(19)	(19)	(1,465)	(1,374)	(91)	under recovered	6.2%	2
Net Controllable Exp.	4,495	4,618	(123)	(123)	4,784	4,988	(204)	over	(4.3%)	

Variance Explanations**1. Employee Costs**

The overspend is mainly due to lower than anticipated staff turnover across the Service to date.

2. Income

The under recovery is due to less than anticipated income from private hire / taxi operator and driver licence renewals in the financial year.

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 1 March 2019 (No.13)

Communications and Strategy Services

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion 01/03/19	Actual BEFORE Transfers 01/03/19	Variance 01/03/19	% Variance 01/03/19	Note
	£000	£000	£000	£000	£000	£000	£000		
Employee Costs	1,788	1,800	(12)	(12)	1,563	1,573	(10)	over	(0.6%)
Property Costs	0	0	0	0	0	0	0	-	n/a
Supplies & Services	678	730	(52)	(52)	596	623	(27)	over	(4.5%)
Transport & Plant	28	26	2	2	25	24	1	under	4.0%
Administration Costs	1,015	1,064	(49)	(49)	769	815	(46)	over	(6.0%)
Payments to Other Bodies	83	81	2	2	83	81	2	under	2.4%
Payments to Contractors	0	0	0	0	0	0	0	-	n/a
Transfer Payments	0	0	0	0	0	0	0	-	n/a
Financing Charges	356	364	(8)	(8)	287	287	0	-	0.0%
Total Controllable Exp.	3,948	4,065	(117)	(117)	3,323	3,403	(80)	over	(2.4%)
Total Controllable Inc.	(2,849)	(2,663)	(186)	(186)	(2,123)	(1,944)	(179)	under recovered	8.4%
Net Controllable Exp.	1,099	1,402	(303)	(303)	1,200	1,459	(259)	over	(21.6%)

Variance Explanations**1. Administration Costs**

The overspend relates to advertising expenditure and is offset by an over recovery of income from the recharge to South Lanarkshire Leisure and Culture Trust.

2. Income

The under recovery is due to less than anticipated income from external work completed to date, partially offset by an over recovery of income from the recharge to South Lanarkshire Leisure and Culture Trust in relation to advertising (see 2. above).

Report

5

Report to:	Finance and Corporate Resources Committee
Date of Meeting:	8 May 2019
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Capital Budget Monitoring 2018/2019 - Finance and Corporate Resources
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide information on the progress of the capital programme for Finance and Corporate Resources for the period 1 April 2018 to 1 March 2019

2. Recommendation(s)

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

- (1) that the Finance and Corporate Resources capital programme of £1.592 million, and expenditure to date of £1.462 million, be noted.

3. Background

- 3.1. This is the fourth capital monitoring report presented to the Finance and Corporate Resources Committee for the financial year 2018/2019.
- 3.2. The budget reflects the approved programme for the year (Executive Committee, 28 February 2018), exceptions approved during 2017/2018 and monies carried forward for projects from 2017/2018. It also includes budget adjustments approved by the Executive Committee during 2018/2019.
- 3.3. The report details the financial position for Finance and Corporate Resources in Appendix A.

4. Employee Implications

4.1. None

5. Financial Implications

- 5.1. The total capital programme for Finance and Corporate Resources for 2018/2019 is £1.592 million.
- 5.2. 2018/2019 Outturn
Work is ongoing to complete the year-end Accounts, however, current estimates suggest an outturn for Finance and Corporate Resources of £1.531 million. This is an underspend of £0.061 million and mainly relates to the expected timing of project spend. Funding will carry forward into next financial year.

- 5.3. 2018/2019 Monitoring
As at 1 March 2019, the anticipated spend to date was £1.216 million and £1.462 million had been spent. This represents a position of £0.246 million ahead of profile and this is due to the timing of project spend.

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 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)

17 April 2019

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, Effective, Efficient and Transparent

Previous References

- ◆ Executive Committee, 28 February 2018
- ◆ Executive Committee, 13 March 2019

List of Background Papers

- ◆ Financial ledger to 1 March 2019

Contact for Further Information

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

Lorraine O'Hagan, Finance Manager (Strategy)

Ext: 2601 (Tel: 01698 452601)

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

**South Lanarkshire Council
Capital Expenditure 2018-2019
Finance and Corporate Resources Programme
For Period 1 April 2018 – 1 March 2019**

<u>Finance and Corporate Resources</u>	Total Original Budget £000	Budget Adjustments £000	Slippage £000	Total Budget £000	Budget to Date £000	Actual Expenditure £000
Finance Services	23	70	0	93	9	24
Information Technology Services	1,475	100	(100)	1,475	1,183	1,419
Personnel Services	24	0	0	24	24	19
TOTAL	1,522	170	(100)	1,592	1,216	1,462

Report

6

Report to: **Finance and Corporate Resources Committee**
 Date of Meeting: **8 May 2019**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Finance and Corporate Resources – Workforce
Monitoring – January and February 2019**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for the period January and February 2019 relating to Finance and Corporate Resources

2. Recommendation(s)

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

(1) that the following employment information for the period January and February 2019 relating to Finance and Corporate Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ Staffing Watch as at 8 December 2018

3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to Committee. This report for Finance and Corporate Resources provides information on the position for the period January and February 2019.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of February 2019 for Finance and Corporate Resources.

The Resource absence figure for February 2019 was 3.6%, which represents an increase of 0.1% when compared to last month and is 1.6% lower than the Council-wide figure. Compared to February 2018, the Resource absence figure has decreased by 0.6%.

Based on the absence figures at February 2019 and annual trends, the projected annual average absence for the Resource for 2018/2019 is 3.4%, compared to a Council-wide average figure of 4.4%.

For the financial year 2018/2019, the projected average days lost per employee equates to 7.8 days, compared with the overall figure for the Council of 10.4 days per employee.

4.2. Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, 51 referrals were made this period, a decrease of 8 when compared with the same period last year.

4.3. Accident/Incident Statistics (Appendix 2)

Four accidents/incidents were recorded within the Resource this period, this figure has increased by 2 when compared with the same period last year.

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

During the period no disciplinary hearings were held within the Resource, which remains unchanged when compared with the same period last year. There were no grievance hearings held within the Resource this period, which remains unchanged when compared with the same period last year. There were no Dignity at Work hearings held within the Resources this period, which remains unchanged when compared with the same period last year.

4.5. Analysis of Leavers (Appendix 2)

There were 6 leavers in the Resource this period, a decrease of 2 when compared with the same period last year. Exit interviews were held with 2 employees.

5. Staffing Watch (Appendix 3)

- 5.1. There has been a decrease of 10 in the number of employees in post from 8 September 2018 to 8 December 2018.

6. Employee Implications

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

7. Financial Implications

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

8. Other Implications

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

9. Equality Impact Assessment and Consultation Arrangements

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

Paul Manning
Executive Director (Finance and Corporate Resources)

26 March 2019

Link(s) to Council Values/Ambitions/Objectives

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

Previous References

- ◆ Finance and Corporate Resources Committee – 20 February 2019

List of Background Papers

- ◆ Monitoring information provided by Resources

Contact for Further Information

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

Janet McLuckie, Personnel Officer

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

ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Finance and Corporate Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019	
April	2.6	2.8	3.1	April			8.6	April	2.6	2.8	3.2	April	4.3	3.9	4.1	
May	2.2	3.2	3.3	May		0.0	0.4	May	2.2	3.2	3.2	May	4.4	4.2	4.2	
June	2.2	3.3	2.5	June		0.0	0.0	June	2.2	3.3	2.5	June	4.1	3.9	4.3	
July	2.0	3.1	2.9	July		0.0	0.0	July	2.0	3.0	2.9	July	3.3	3.0	3.4	
August	2.2	3.5	2.8	August		0.0	0.4	August	2.2	3.4	2.8	August	3.6	3.2	3.6	
September	2.4	4.1	3.1	September		0.0	0.0	September	2.4	4.1	3.0	September	4.1	4.0	4.4	
October	2.6	4.4	3.6	October		0.0	0.0	October	2.6	4.3	3.6	October	4.4	4.1	4.4	
November	3.1	4.2	4.6	November		0.0	0.0	November	3.1	4.1	4.6	November	4.9	4.8	5.1	
December	2.6	3.5	3.8	December		0.0	0.0	December	2.6	3.4	3.8	December	4.9	5.1	4.8	
January	2.6	4.1	3.6	January		7.0	0.0	January	2.6	4.2	3.5	January	4.5	5.0	4.9	
February	3.8	4.2	3.7	February	2.5	2.3	February	3.8	4.2	3.6	February	5.0	5.0	5.2		
March	3.7	3.8		March	16.9		March	3.7	4.0		March	4.7	4.7			
Annual Average	2.7	3.7	3.4	Annual Average	2.4	2.4	Annual Average	2.7	3.7	3.4	Annual Average	4.4	4.2	4.4		
Average Apr-Feb	2.6	3.7	3.4	Average Apr-Feb		1.0	1.1	Average Apr-Feb	2.6	3.6	3.3	Average Apr-Feb	4.3	4.2	4.4	
No of Employees at 28 February 2019				988	No of Employees at 28 February 2019			11	No of Employees at 28 February 2019			999	No of Employees at 28 February 2019			15187

For the financial year 2018/19, the projected average days lost per employee equates to 7.8 days.
 Figures for manual workers only applicable from May 2017/2018

FINANCE AND CORPORATE RESOURCES

	Jan-Feb 2018	Jan-Feb 2019
MEDICAL EXAMINATIONS		
Number of Employees Attending	9	13
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	2	1
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	28	27
REFERRALS TO EMPLOYEE SUPPORT OFFICER		
	15	10
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY		
	5	0
TOTAL	59	51

CAUSE OF ACCIDENTS/INCIDENTS	Jan-Feb 2018	Jan-Feb 2019
Over 7 day absences	1	0
Minor	1	0
Violent Incident: Verbal*****	0	4
Total Accidents/Incidents	2	4

*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-Feb 2018	Jan-Feb 2019
Total Number of Hearings	0	0

RECORD OF GRIEVANCE HEARINGS	Jan-Feb 2018	Jan-Feb 2019
Number of Grievances	0	0

RECORD OF DIGNITY AT WORK	Jan-Feb 2018	Jan-Feb 2019
Number of Incidents	0	0

ANALYSIS OF REASONS FOR LEAVING	Jan-Feb 2018	Jan-Feb 2019
Career Advancement	0	1
Other	1	1
Number of Exit Interviews conducted	1	2

Total Number of Leavers Eligible for Exit Interview	8	6
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Percentage of interviews conducted	13%	33%
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**JOINT STAFFING WATCH RETURN
FINANCE AND CORPORATE RESOURCES**

1. As at 8 December 2018

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
207	17	392	309						
925									
*Full - Time Equivalent No of Employees									
Salary Bands									
Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
2	129.69	353.87	237.52	63.62	27.7	6	1	0	821.4

1. As at 8 September 2018

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
213	18	393	311						
935									
*Full - Time Equivalent No of Employees									
Salary Bands									
Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
2	131.96	359.41	242.18	61.42	26.7	6	1	0	830.67

Report

7

Report to:	Finance and Corporate Resources Committee
Date of Meeting:	8 May 2019
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Council-wide Workforce Monitoring – January and February 2019
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information relating to the Council for the period January and February 2019

2. Recommendation(s)

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

(1) that the following employment information for the period January and February 2019 relating to the Council be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ Staffing Watch as at 8 December 2018

3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to Committee. This report for the Council provides information on the position for the period January and February 2019.

4. Attendance Statistics

4.1 Information on absence statistics for the Council and each Resource, as analysed for February 2019, is provided in Appendices 1 – 8. Points to note are:-

The Council's absence rate for February 2019, shown in Appendix 1, is 5.2%, which represents an increase of 0.3% when compared with last month and an increase of 0.2% when compared to February 2018.

When compared to February 2018, the APT&C absence rate has decreased by 0.3%, the teachers' figure has increased by 1.0% and the manual workers' figure has increased by 0.2%.

Based on annual trends and the absence rate to February 2019, the projected average absence rate for the Council for the financial year 2018/2019 is 4.4%.

For the financial year 2018/2019 the projected average days lost per employee equates to 10.4 days.

In comparison to February 2018 (Appendix 8):-

- ◆ Musculoskeletal and psychological conditions remain the main reasons for absence.
- ◆ Total days lost due to musculoskeletal conditions have decreased by 149 days.
- ◆ Total days lost due to psychological conditions have increased by 919 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 160 days.
- ◆ Total days lost due to respiratory conditions have decreased by 285 days.

5. Occupational Health

5.1. Information on Occupational Health for the period January and February 2019 is provided in Appendix 9.

- ◆ during the period there were 262 employees referred for a medical examination, a decrease of 7 when compared to the same period last year. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals.
- ◆ a total of 404 employees attended physiotherapy treatment, showing a decrease of 1 when compared to the same period last year. Of the 404 employees referred, 79% remained at work whilst undertaking treatment.
- ◆ during this period 279 employees were referred to the Employee Support Officer, showing an increase of 88 when compared with the same period last year. Of the referrals made this period, 89% related to personal reasons.
- ◆ 76 employees were referred to the PAM Assist counselling service this period, showing a decrease of 8 when compared with the same period last year. All of the referrals made this period were from management and none were made directly by employees. Personal reasons accounted for 57% of the referrals made, 18% were for work related reasons and 25% were for other reasons.
- ◆ 21 employees were referred for Cognitive Behavioural Therapy this period, a decrease of 18 when compared to the same period last year.

6. Accidents/Incidents

6.1. The accident/incident report for January and February 2019 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 145, this figure has decreased by 11 from the same period last year.
- ◆ sadly there were 2 fatal accidents/incidents recorded, this figure has increased by 2 from the same period last year.
- ◆ there were no specified injury accidents/incidents recorded, this figure has decreased by 4 from the same period last year.
- ◆ there were 131 minor accidents/incidents, this figure has decreased by 5 from the same period last year.
- ◆ 4 accidents resulted in an absence lasting over 3 days during the period, this figure remains unchanged from the same period last year.
- ◆ there were 8 accidents resulting in absences lasting over 7 days during the period, this figure has decreased by 4 from the same period last year.

7. Discipline, Grievance, Dignity at Work Hearings and Mediation Referrals

7.1. Information on Disciplinary, Grievance Hearings, Dignity at Work and Mediation Referrals for January and February 2019 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 30 disciplinary hearings were held across Resources within the Council, a decrease of 5 when compared to the same period last year
- ◆ action was taken in 29 of these cases. 3 appeals were raised against the outcomes
- ◆ our target is to convene disciplinary hearings within 6 weeks, 70% of hearings met this target
- ◆ during the period, 1 appeal was heard by the Appeals Panel which was not upheld
- ◆ at the end of February 2019, 2 appeals were pending
- ◆ during the period, 3 grievance cases were raised
- ◆ during the period, 3 Dignity at Work cases were raised
- ◆ during the period, 1 referral for mediation was submitted

8. Analysis of Leavers and Exit Interviews

8.1. Information on the number of leavers and exit interviews for the period January and February 2019 is contained in Appendix 13. Exit interviews are conducted with employees who leave voluntarily.

Labour Turnover

Using information compiled from Resources and Staffing Watch information as at 8 December 2018, the Council's turnover figure for January and February 2019 is as follows:-

89 leavers eligible for exit interviews/14,392 employees in post = Labour Turnover of 0.6%.

Based on the figure at February 2019, the projected annual labour turnover figure for the financial year 2018/2019 for the Council is 4.3%.

8.2. Analysis of Leavers and Exit Interviews

- ◆ there were a total of 89 employees leaving the Council that were eligible for an exit interview, a decrease of 20 when compared with the same period last year
- ◆ exit interviews were held with 22% of leavers, compared with 12% from the same period last year.

9 Recruitment Monitoring

9.1. Information on Recruitment Monitoring for January and February 2019 is contained within Appendix 14.

From an analysis of Equal Opportunities Monitoring Forms, the main points to note are:-

- ◆ overall, 1,355 applications and 1,326 completed Equal Opportunities Monitoring Forms were received
- ◆ of those applicants who declared themselves as disabled (49), 22 were shortlisted for interview and 6 were appointed
- ◆ of those applicants of a black/ethnic minority background (60), 11 were shortlisted for interview and 2 were appointed.

10. Staffing Watch

- 10.1. There has been an increase of 83 in the number of employees in post from 8 September 2018 to 8 December 2018.

11. Employee Implications

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

12. Financial Implications

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

13. Other Implications

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

14. Equality Impact Assessment and Consultation Arrangements

- 14.1. 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.
- 14.2. 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)

26 March 2019

Link(s) to Council Values/Ambitions/Objectives

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

Previous References

- ◆ Finance and Corporate Resources Committee – 20 February 2019

List of Background Papers

- ◆ Monitoring information provided by Resources

Contact for Further Information

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

Janet McLuckie, Personnel Officer

Ext: 4239 (Tel: 01698 454239)

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

ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Council Wide

APT&C				Teachers				Manual Workers				Council Wide				
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019	
	%	%	%		%	%	%		%	%	%		%	%	%	
April	4.0	4.1	4.2	April	2.9	2.1	1.9	April	6.1	5.2	5.7	April	4.3	3.9	4.1	
May	4.2	4.4	4.2	May	3.1	2.7	2.1	May	5.8	5.1	6.1	May	4.4	4.2	4.2	
June	4.1	4.1	4.2	June	2.4	2.2	2.3	June	5.6	4.9	6.0	June	4.1	3.9	4.3	
July	3.5	3.3	3.5	July	1.2	0.8	1.0	July	4.7	4.5	5.1	July	3.3	3.0	3.4	
August	3.7	3.7	3.7	August	1.4	1.0	1.2	August	5.2	4.5	5.4	August	3.6	3.2	3.6	
September	4.1	4.4	4.4	September	2.4	2.2	2.2	September	5.4	5.0	6.2	September	4.1	4.0	4.4	
October	4.5	4.3	4.7	October	2.9	2.4	2.2	October	5.6	5.4	5.8	October	4.4	4.1	4.4	
November	5.0	4.7	5.3	November	3.1	3.5	3.5	November	6.4	6.1	6.0	November	4.9	4.8	5.1	
December	5.1	4.9	4.9	December	3.2	3.8	3.1	December	6.3	6.7	6.3	December	4.9	5.1	4.8	
January	4.7	5.0	4.7	January	2.8	3.0	3.3	January	5.5	6.6	6.6	January	4.5	5.0	4.9	
February	5.1	5.2	4.9	February	3.7	3.0	4.0	February	5.8	6.5	6.7	February	5.0	5.0	5.2	
March	5.0	4.8		March	3.4	2.9		March	5.4	6.2		March	4.7	4.7		
Annual Average	4.4	4.4	4.5	Annual Average	2.7	2.5	2.5	Annual Average	5.7	5.6	6.0	Annual Average	4.4	4.2	4.4	
Average Apr-Feb	4.4	4.4	4.4	Average Apr-Feb	2.6	2.4	2.4	Average Apr-Feb	5.7	5.5	6.0	Average Apr-Feb	4.3	4.2	4.4	
No of Employees at 28 February 2019			7087	No of Employees at 28 February 2019			3777	No of Employees at 28 February 2019			4323	No of Employees at 28 February 2019			15187	

For the financial year 2018/19, the projected average days lost per employee equates to 10.4 days.

ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Community and Enterprise Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019				
April	4.0	3.9	3.2	April	5.8	5.2	5.4	April	5.3	4.8	5.0	April	4.3	3.9	4.1				
May	4.2	4.4	2.8	May	5.6	5.7	6.0	May	5.2	5.4	5.5	May	4.4	4.2	4.2				
June	3.4	4.2	3.8	June	5.5	5.1	5.8	June	4.9	4.9	5.5	June	4.1	3.9	4.3				
July	2.5	3.4	4.3	July	4.4	4.2	4.5	July	3.9	4.0	4.4	July	3.3	3.0	3.4				
August	2.9	3.6	4.8	August	5.0	4.5	5.3	August	4.4	4.3	5.2	August	3.6	3.2	3.6				
September	4.4	3.4	6.0	September	5.6	5.0	6.2	September	5.3	4.8	6.2	September	4.1	4.0	4.4				
October	4.8	3.8	3.8	October	5.8	5.6	5.8	October	5.5	5.3	5.5	October	4.4	4.1	4.4				
November	5.5	4.5	4.8	November	6.7	6.2	6.2	November	6.4	5.9	6.0	November	4.9	4.8	5.1				
December	5.3	3.6	4.1	December	6.2	6.4	6.0	December	6.0	5.9	5.7	December	4.9	5.1	4.8				
January	4.4	3.0	3.4	January	5.7	6.3	6.1	January	5.4	5.7	5.6	January	4.5	5.0	4.9				
February	4.5	3.0	4.1	February	6.4	6.8	6.3	February	5.9	6.1	5.9	February	5.0	5.0	5.2				
March	4.2	3.4		March	5.9	6.1		March	5.4	5.6		March	4.7	4.7					
Annual Average	4.2	3.7	4.0	Annual Average	5.7	5.6	5.8	Annual Average	5.3	5.2	5.5	Annual Average	4.4	4.2	4.4				
Average Apr-Feb	4.2	3.7	4.1	Average Apr-Feb	5.7	5.5	5.8	Average Apr-Feb	5.3	5.2	5.5	Average Apr-Feb	4.3	4.2	4.4				
No of Employees at 28 February 2019				552	No of Employees at 28 February 2019				2691	No of Employees at 28 February 2019				3243	No of Employees at 28 February 2019				15187

For the financial year 2018/19, the projected average days lost per employee equates to 13.9 days.

ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Education Resources

APT&C				Teachers				Resource Total				Council Wide							
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019				
April	3.4	4.0	4.1	April	2.9	2.1	1.9	April	3.1	2.9	2.8	April	4.3	3.9	4.1				
May	3.8	4.7	4.5	May	3.1	2.7	2.1	May	3.4	3.5	3.1	May	4.4	4.2	4.2				
June	3.8	3.6	4.4	June	2.4	2.2	2.3	June	3.0	2.8	3.2	June	4.1	3.9	4.3				
July	2.9	2.1	2.4	July	1.2	0.8	1.0	July	1.9	1.3	1.6	July	3.3	3.0	3.4				
August	3.0	2.7	2.7	August	1.4	1.0	1.2	August	2.0	1.7	1.8	August	3.6	3.2	3.6				
September	3.7	4.3	4.1	September	2.4	2.2	2.2	September	2.9	3.0	3.0	September	4.1	4.0	4.4				
October	4.2	4.6	4.7	October	2.9	2.4	2.2	October	3.4	3.3	3.2	October	4.4	4.1	4.4				
November	5.4	5.0	5.7	November	3.1	3.5	3.5	November	4.0	4.1	4.4	November	4.9	4.8	5.1				
December	5.4	5.3	5.4	December	3.2	3.8	3.1	December	4.1	4.4	4.1	December	4.9	5.1	4.8				
January	4.7	5.2	5.1	January	2.8	3.0	3.3	January	3.6	3.9	4.1	January	4.5	5.0	4.9				
February	5.5	5.5	5.3	February	3.7	3.0	4.0	February	4.4	4.0	4.5	February	5.0	5.0	5.2				
March	5.6	4.7		March	3.4	2.9		March	4.3	3.7		March	4.7	4.7					
Annual Average	4.3	4.3	4.4	Annual Average	2.7	2.5	2.5	Annual Average	3.3	3.2	3.3	Annual Average	4.4	4.2	4.4				
Average Apr-Feb	4.2	4.3	4.4	Average Apr-Feb	2.6	2.4	2.4	Average Apr-Feb	3.3	3.2	3.3	Average Apr-Feb	4.3	4.2	4.4				
No of Employees at 28 February 2019				2835	No of Employees at 28 February 2019				3777	No of Employees at 28 February 2019				6612	No of Employees at 28 February 2019				15187

For the financial year 2018/19, the projected average days lost per employee equates to 7.8 days.

ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Finance and Corporate Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019	
April	2.6	2.8	3.1	April			8.6	April	2.6	2.8	3.2	April	4.3	3.9	4.1	
May	2.2	3.2	3.3	May		0.0	0.4	May	2.2	3.2	3.2	May	4.4	4.2	4.2	
June	2.2	3.3	2.5	June		0.0	0.0	June	2.2	3.3	2.5	June	4.1	3.9	4.3	
July	2.0	3.1	2.9	July		0.0	0.0	July	2.0	3.0	2.9	July	3.3	3.0	3.4	
August	2.2	3.5	2.8	August		0.0	0.4	August	2.2	3.4	2.8	August	3.6	3.2	3.6	
September	2.4	4.1	3.1	September		0.0	0.0	September	2.4	4.1	3.0	September	4.1	4.0	4.4	
October	2.6	4.4	3.6	October		0.0	0.0	October	2.6	4.3	3.6	October	4.4	4.1	4.4	
November	3.1	4.2	4.6	November		0.0	0.0	November	3.1	4.1	4.6	November	4.9	4.8	5.1	
December	2.6	3.5	3.8	December		0.0	0.0	December	2.6	3.4	3.8	December	4.9	5.1	4.8	
January	2.6	4.1	3.6	January		7.0	0.0	January	2.6	4.2	3.5	January	4.5	5.0	4.9	
February	3.8	4.2	3.7	February		2.5	2.3	February	3.8	4.2	3.6	February	5.0	5.0	5.2	
March	3.7	3.8		March		16.9		March	3.7	4.0		March	4.7	4.7		
Annual Average	2.7	3.7	3.4	Annual Average	2.4	2.4	Annual Average	2.7	3.7	3.4	Annual Average	4.4	4.2	4.4		
Average Apr-Feb	2.6	3.7	3.4	Average Apr-Feb	1.0	1.1	Average Apr-Feb	2.6	3.6	3.3	Average Apr-Feb	4.3	4.2	4.4		
No of Employees at 28 February 2019				988	No of Employees at 28 February 2019			11	No of Employees at 28 February 2019			999	No of Employees at 28 February 2019			15187

For the financial year 2018/19, the projected average days lost per employee equates to 7.8 days.
 Figures for manual workers only applicable from May 2017/2018

ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Housing & Technical Resources

APT&C				Manual Workers				Resource Total				Council Wide			
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019
April	4.6	4.3	3.9	April	6.3	4.5	6.5	April	5.1	4.4	4.9	April	4.3	3.9	4.1
May	4.3	4.2	3.6	May	5.0	3.9	6.5	May	4.5	4.1	4.8	May	4.4	4.2	4.2
June	4.3	3.9	4.0	June	5.5	4.4	6.2	June	4.7	4.1	4.9	June	4.1	3.9	4.3
July	4.1	4.3	3.7	July	4.5	4.9	6.3	July	4.2	4.5	4.8	July	3.3	3.0	3.4
August	4.9	4.7	4.1	August	5.7	4.0	5.5	August	5.1	4.4	4.6	August	3.6	3.2	3.6
September	5.1	4.3	4.5	September	4.6	4.5	6.2	September	5.0	4.4	5.2	September	4.1	4.0	4.4
October	5.5	3.8	4.3	October	5.0	4.4	5.9	October	5.3	4.0	4.9	October	4.4	4.1	4.4
November	4.9	4.9	4.8	November	6.7	6.4	6.5	November	5.5	5.5	5.5	November	4.9	4.8	5.1
December	5.0	5.0	4.4	December	6.7	9.0	6.5	December	5.6	6.6	5.3	December	4.9	5.1	4.8
January	5.0	5.4	4.2	January	4.3	7.3	7.0	January	4.8	6.2	5.3	January	4.5	5.0	4.9
February	4.9	5.2	4.2	February	4.7	6.1	6.6	February	4.8	5.6	5.2	February	5.0	5.0	5.2
March	4.7	5.1		March	4.6	6.0		March	4.6	5.4		March	4.7	4.7	
Annual Average	4.8	4.6	4.2	Annual Average	5.3	5.5	6.3	Annual Average	4.9	4.9	5.1	Annual Average	4.4	4.2	4.4
Average Apr-Feb	4.8	4.5	4.2	Average Apr-Feb	5.4	5.4	6.3	Average Apr-Feb	5.0	4.9	5.0	Average Apr-Feb	4.3	4.2	4.4
No of Employees at 28 February 2019			881	No of Employees at 28 February 2019			555	No of Employees at 28 February 2019			1436	No of Employees at 28 February 2019			15187

For the financial year 2018/19, the projected average days lost per employee equates to 12.3 days.

ABSENCE TRENDS - 2016/2017, 2017/2018 & 2018/2019
Social Work Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019		2016 / 2017	2017 / 2018	2018 / 2019				
April	4.8	5.0	5.3	April	6.6	5.6	6.2	April	5.4	5.2	5.6	April	4.3	3.9	4.1				
May	5.3	4.9	5.1	May	6.9	4.1	6.2	May	5.8	4.6	5.4	May	4.4	4.2	4.2				
June	5.2	5.3	5.2	June	6.2	4.6	6.3	June	5.5	5.1	5.6	June	4.1	3.9	4.3				
July	5.0	4.8	5.2	July	5.7	4.9	6.4	July	5.3	4.8	5.6	July	3.3	3.0	3.4				
August	4.8	4.9	5.0	August	5.4	4.7	5.9	August	5.0	4.8	5.3	August	3.6	3.2	3.6				
September	4.3	5.0	5.0	September	5.3	5.2	6.1	September	4.7	5.1	5.4	September	4.1	4.0	4.4				
October	4.7	4.2	5.7	October	5.6	5.8	5.6	October	5.0	4.8	5.6	October	4.4	4.1	4.4				
November	5.1	4.4	5.4	November	5.4	5.9	5.3	November	5.2	4.9	5.4	November	4.9	4.8	5.1				
December	5.6	5.6	5.1	December	6.1	6.1	6.9	December	5.8	5.7	5.7	December	4.9	5.1	4.8				
January	5.5	5.5	5.2	January	5.5	7.3	8.4	January	5.5	6.1	6.2	January	4.5	5.0	4.9				
February	5.8	6.1	5.5	February	4.8	5.8	8.5	February	5.4	6.0	6.5	February	5.0	5.0	5.2				
March	5.6	5.7		March	4.8	6.5		March	5.3	5.9		March	4.7	4.7					
Annual Average	5.1	5.1	5.3	Annual Average	5.7	5.5	6.5	Annual Average	5.3	5.3	5.7	Annual Average	4.4	4.2	4.4				
Average Apr-Feb	5.1	5.1	5.2	Average Apr-Feb	5.8	5.5	6.5	Average Apr-Feb	5.3	5.2	5.7	Average Apr-Feb	4.3	4.2	4.4				
No of Employees at 28 February 2019				1831	No of Employees at 28 February 2019				1066	No of Employees at 28 February 2019				2897	No of Employees at 28 February 2019				15187

For the financial year 2018/19, the projected average days lost per employee equates to 12.4 days.

ABSENCE BY LONG AND SHORT TERM

From: 1 December 2018 - 28 February 2019

Resource	No of employees	December 2018			January 2019			February 2019		
		Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %
Community and Enterprise	3243	1.6	4.1	5.7	2.4	3.2	5.6	2.3	3.6	5.9
Education	6612	1.4	2.7	4.1	1.9	2.2	4.1	1.6	2.9	4.5
Finance and Corporate	999	1.6	2.2	3.8	1.5	2.0	3.5	1.6	2.0	3.6
Housing & Technical	1436	2.0	3.3	5.3	2.4	2.9	5.3	2.3	2.9	5.2
Social Work	2897	1.9	3.8	5.7	2.3	3.9	6.2	2.6	3.9	6.5
Council Overall for December 2018 - February 2019	15187	1.5	3.3	4.8	2.1	2.8	4.9	3.2	2.0	5.2

ATTENDANCE MONITORING
Absence Classification

From : 1 February - 28 February 2019

REASONS	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	1135	31	848	15	141	22	468	33	768	25	3360	23
Psychological	821	22	2145	39	177	27	358	26	897	29	4398	31
Stomach, Bowel, Blood, Metabolic Disorders	438	12	546	10	72	11	179	13	195	6	1430	10
Respiratory	406	11	601	11	107	16	151	11	480	16	1745	12
Other Classification	915	25	1421	26	154	24	244	17	747	24	3481	24
Total Days Lost By Resource	3715	100	5561	100	651	100	1400	100	3087	100	14414	100
Total Work Days Available	62944		122532		17859		26903		47604			

From : 1 February - 28 February 2018

REASONS	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	1291	33	900	19	122	16	461	30	735	25	3509	25
Psychological	755	20	1147	24	274	36	476	31	827	28	3479	25
Stomach, Bowel, Blood, Metabolic Disorders	380	10	620	13	107	14	148	10	335	12	1590	12
Respiratory	626	16	813	17	78	10	178	12	335	12	2030	15
Other Classification	808	21	1232	26	188	24	263	17	676	23	3167	23
Total Days Lost By Resource	3860	100	4712	100	769	100	1526	100	2908	100	13775	100
Total Work Days Available	62938		116417		18527		27473		48459			

*WDL = Work Days Lost

OCCUPATIONAL HEALTH REPORTS

FROM: 1 January 2019 - 28 February 2019 comparison with 1 January 2018 - 28 February 2018

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
TOTAL (Jan-Feb 2019)	71	23	26	13	41	88	262
TOTAL (Jan-Feb 2018)	83	32	25	9	39	81	269

No of Employees Referred For Physiotherapy		
RESOURCE	Jan-Feb 2018	Jan-Feb 2019
Community and Enterprise	100	86
Education (Teachers)	47	43
Education (Others)	68	75
Finance and Corporate	28	27
Housing and Technical	55	55
Social Work	107	118
TOTAL	405	404

No of Employees Referred To Employee Support Officer		
RESOURCE	Jan-Feb 2018	Jan-Feb 2019
Community and Enterprise	45	56
Education	60	118
Finance and Corporate	15	10
Housing and Technical	16	24
Social Work	55	71
TOTAL	191	279

No of Employees Referred For Cognitive Behavioural Therapy		
RESOURCE	Jan-Feb 2018	Jan-Feb 2019
Community and Enterprise	8	3
Education	14	3
Finance and Corporate	5	0
Housing and Technical	5	2
Social Work	7	6
Not Disclose	0	7
TOTAL	39	21

Analysis of Counselling Referrals by Cause												
Reason												
Work Stress		Addiction		Personal		Anxiety/ Depression		Bereavement		Total		
M	S	M	S	M	S	M	S	M	S	M	S	
TOTAL (Jan-Feb 2019)	14	0	2	0	43	0	8	9	0	76	0	
TOTAL (Jan-Feb 2018)	18	1	0	0	51	3	0	11	0	80	4	
								Total Referrals (Jan-Feb 2019)		76		
								Total Referrals (Jan-Feb 2018)		84		

M = MANAGEMENT REFERRAL S = SELF REFERRAL

*Resources nil responses are not included in figures

ANALYSIS OF ACCIDENTS/INCIDENTS
Comparison
CAUSE OF ACCIDENTS/INCIDENTS TO EMPLOYEES

FROM: 1 January 2019 - 28 February 2019 comparison with 1 January 2018 - 28 February 2018

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018
Fatal	1	0	0	0	0	0	0	0	1	0	2	0
Specified Injury	0	1	0	1	0	0	0	1	0	1	0	4
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Total Specified Injury*	0	1	0	1	0	0	0	1	0	1	0	4
Over 7-day	3	7	0	1	0	1	3	3	2	0	8	12
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 7-day**	3	7	0	1	0	1	3	3	2	0	8	12
Over 3-day	2	4	0	0	0	0	1	0	1	0	4	4
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 3-day**	2	4	0	0	0	0	1	0	1	0	4	4
Minor	8	13	3	1	0	1	1	6	6	3	18	24
Near Miss	2	0	0	1	0	0	1	0	0	0	3	1
Violent Incident: Physical	2	2	81	83	0	0	0	0	2	11	85	96
Violent Incident: Verbal	4	3	11	3	4	0	2	3	4	6	25	15
Total Minor***	16	18	95	88	4	1	4	9	12	20	131	136
Total Accidents/Incidents	22	30	95	90	4	2	8	13	16	21	145	156

*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 major injury category that results in a period of absence of absence as defined by the HSE.

*** A minor injury is an injury not covered by " Over 7-day", "Over 3-day" or "Specified".

RECORD OF DISCIPLINARY HEARINGS

FROM: 1 January 2019 - 28 February 2019 comparison with 1 January 2018 - 28 February 2018

RESOURCE	No of Disciplinary Hearings				Outcome of Disciplinary Hearings								No of weeks to convene Disciplinary Hearing			% Held within 6 Weeks
	APT&C	Manual/ Craft	Teachers	Total	No Action				Action Taken				3	4-6	6+	
					APT&C	Manual / Craft	Teachers	Total	APT&C	Manual / Craft	Teachers	Total				
COMMUNITY AND ENTERPRISE	1	13	N/A	14	1	0	N/A	1	0	13	N/A	13	6	3	5	64%
EDUCATION	3	0	0	3	0	0	0	0	3	0	0	3	3	0	0	100%
HOUSING & TECHNICAL	2	1	N/A	3	0	0	N/A	0	2	1	N/A	3	2	0	1	67%
SOCIAL WORK	6	4	N/A	10	0	0	N/A	0	6	4	N/A	10	2	5	3	70%
TOTAL (Jan-Feb 2019)	12	18	0	30	1	0	0	1	11	18	0	29	13	8	9	70%
TOTAL (Jan-Feb 2018)	19	16	0	35	1	3	0	4	17	14	0	31	20	6	9	74%

RESOURCE	No of Appeals				Outcome of Appeals												Appeals Pending
	APT&C	Manual/ Craft	Teachers	Total	Upheld				Upheld in Part				Not Upheld				
					APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	
TOTAL (Jan-Feb 2019)	1	2	0	3	0	0	0	0	0	1	0	1	1	1	0	2	0
TOTAL (Jan-Feb 2018)	1	1	0	2	1	0	0	1	0	0	0	0	0	1	0	1	0

*Resources nil responses are not included in figures

N.B. Non-White employees refers to those employees who have indicated that they are:- Any other mixed background, Indian, Pakistani, Bangladeshi, Chinese, Any other Asian background, Caribbean, African and any other black background.

APPEALS PANEL

FROM: 1 January 2019 - 28 February 2019

APPEALS PANEL	UPHELD	UPHELD IN PART	NOT UPHELD	WITHDRAWN	TOTAL	APPEALS PENDING TO DATE
	0	0	1	1	2	2

RECORD OF GRIEVANCES

FROM: 1 January 2019 - 28 February 2019 comparison with 1 January 2018 - 28 February 2018

GRIEVANCES	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
TOTAL (Jan-Feb 2019)	3	0	0	0	3
TOTAL (Jan-Feb 2018)	3	2	1	0	0

DIGNITY AT WORK

FROM: 1 January 2019 - 28 February 2019 comparison with 1 January 2018 - 28 February 2018

DIGNITY AT WORK	No of Incidents	No Resolved at Informal Stage	No Resolved at Formal Stage	No of Appeals	Appeals in Process	Still in Process
TOTAL (Jan-Feb 2019)	3	0	0	0	0	3
TOTAL (Jan-Feb 2018)	0	0	0	0	0	0

REFERRALS FOR WORKPLACE MEDIATION**As at February 2019**

WORKPLACE MEDIATION	Jan-19	Feb-19
No of Referrals	0	1
*No of Successful Cases	0	0
*No of Unsuccessful Cases	0	0
No of cases unsuitable for mediation	0	0

WORKPLACE MEDIATION	Jan-18	Feb-18
No of Referrals	0	2
*No of Successful Cases	0	0
*No of Unsuccessful Cases	0	0
No of cases unsuitable for mediation	0	0

*successful/unsuccessful case outcomes may be shown outwith the month they were referred.

ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

EXIT INTERVIEWS (January-February 2019)

REASONS FOR LEAVING	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
MOVING OUTWITH AREA	1	3	0	0	0	4	20
CAREER ADVANCEMENT	0	1	1	0	1	3	15
TRAVELLING DIFFICULTIES	0	1	0	0	1	2	10
CHILD CARING / CARING RESPONSIBILITIES	0	1	0	0	0	1	5
OTHER	3	2	1	0	4	10	50
NUMBER OF EXIT INTERVIEWS CONDUCTED	4	8	2	0	6	20	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	19	37	6	3	24	89	
% OF LEAVERS INTERVIEWED	21	22	33	0	25	22	

EXIT INTERVIEWS (January-February 2018)

NUMBER OF EXIT INTERVIEWS CONDUCTED	0	11	1	0	1	13	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	16	55	8	7	23	109	
% OF LEAVERS INTERVIEWED	0	20	13	0	4	12	

* Note these totals include temporary employees

RECRUITMENT MONITORING**Analysis of Gender, Disability, Ethnicity and Age****FROM : 1 January 2019 - 28 February 2019**

Total Number of applications received:	1355
Total Number of Equal Opportunities Monitoring forms received:	1326
Total Number of posts recruited for:	100
Total Number of appointments:	145

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	1326	455	137
Total No of Male Applicants	491	142	39
Total No of Female Applicants	826	310	98
Total No of Disabled Applicants	49	22	6
Total No of applicants aged under 50	987	337	54
Total No of applicants aged over 50	320	114	35
Total No of White applicants	1250	439	135
Total No of Black/Ethnic minority applicants*	60	11	2

FROM : 1 January 2018 - 28 February 2018

Total Number of applications received:	1318
Total Number of Equal Opportunities Monitoring forms received:	1273
Total Number of posts recruited for:	119
Total Number of appointments:	197

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	1273	581	197
Total No of Male Applicants	376	166	46
Total No of Female Applicants	887	379	119
Total No of Disabled Applicants	38	17	4
Total No of applicants aged under 50	1049	441	127
Total No of applicants aged over 50	221	103	37
Total No of White applicants	1222	525	162
Total No of Black/Ethnic minority applicants*	32	16	3

*Black/Ethnic Minority applicants includes Mixed, Asian, Black and other backgrounds.

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 8 December 2018**Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community & Enterprise Resources	3061	1311	207	200	1343
Education - Others	2648	127	84	432	2005
Education - Teachers	3663	678	60	2230	695
Finance & Corporate Resources	925	207	17	392	309
Housing & Technical	1327	866	19	302	140
Social Work Resources	2768	218	186	912	1452

Total All Staff

14392	3407	573	4468	5944
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Full-Time Equivalent									
Salary Band									
Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2225.03	1.00	1489.23	420.50	236.86	49.64	16.80	4.00	7.00	0.00
1879.71	1.00	1206.38	423.22	128.27	27.00	15.00	4.00	59.44	15.40
3361.93	0.00	1.03	0.00	0.00	0.00	0.00	0.00	4.60	3356.30
821.40	2.00	129.69	353.87	237.52	63.62	27.70	6.00	1.00	0.00
1273.75	1.00	191.83	682.36	349.56	36.00	11.00	2.00	0.00	0.00
2387.60	1.00	1325.04	468.45	548.11	20.00	23.00	2.00	0.00	0.00

8587.49	(excluding Teachers)								
11949.42	6.00	4343.20	2348.40	1500.32	196.26	93.50	18.00	72.04	3371.70

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 8 September 2018**Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community & Enterprise Resources	3089	1356	203	202	1328
Education - Others	2505	124	78	401	1902
Education - Teachers	3691	689	59	2271	672
Finance & Corporate Resources	935	213	18	393	311
Housing & Technical	1333	872	18	303	140
Social Work Resources	2756	216	185	897	1458

Total All Staff

14309	3470	561	4467	5811
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Full-Time Equivalent									
Salary Band									
Total	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2267.04	1.00	1544.04	408.90	236.66	48.64	16.80	4.00	7.00	0.00
1765.96	1.00	1115.24	459.47	84.54	19.00	15.00	4.00	57.51	10.20
3395.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.60	3391.20
830.67	2.00	131.96	359.41	242.18	61.42	26.70	6.00	1.00	0.00
1280.10	1.00	196.73	682.02	352.35	34.00	12.00	2.00	0.00	0.00
2370.46	1.00	1323.97	463.08	536.41	20.00	25.00	1.00	0.00	0.00

8514.23	(excluding Teachers)								
11910.03	6.00	4311.94	2372.88	1452.14	183.06	95.50	17.00	70.11	3401.40

Report

8

Report to: **Finance and Corporate Resources Committee**
 Date of Meeting: **8 May 2019**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Revenue Collection and Approval for Write-Offs**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise Committee of Revenue Collection performance for financial year 2018/2019 to 31 March 2019
- ◆ advise Committee of performance in the Business Rates Incentivisation Scheme (BRIS) for financial year 2018/2019 to 31 March 2019
- ◆ seek approval for write offs

2. Recommendation(s)

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

- (1) that performance in the collection of revenue be noted
- (2) that performance against the BRIS target be noted; and
- (3) that write offs for the following be approved:-

◆ Council Tax	£325,587.75
◆ Non Domestic Rates	£422,843.29
◆ BID Levy	£5,372.56
◆ Sundry Debt	£704,033.05
◆ Housing Rent and associated charges	£337,190.70

3. Background

3.1. Responsibility for the collection of Council Tax, Non Domestic Rates (NDR) and Sundry Debt is the responsibility of Finance and Corporate Resources. This report and attached appendices provide information on collection performance and proposals for write off.

4. Current Collection Performance

- 4.1. The first table in Appendix 1 presents the collection performance for Council Tax, NDR and Sundry Debts for financial year 2018/2019.
- 4.2. The annual Council Tax collection target for 2018/2019 was set at 95.6%. A Council Tax collection rate of 95.7% was achieved, ahead of target by 0.1% and the same as the performance achieved in 2017/2018.
- 4.3. Council Tax performance is now reported nationally on a “line by line” basis, which adjusts for the impact of Scottish Water billing and collection. For information, the equivalent level of Council Tax collection for 2018/2019 when Scottish Water debts are removed is 96.2%, the same as the performance achieved in 2017/2018.

- 4.4. A Non Domestic Rates (NDR) collection target of 97.9% was set for 2018/2019. A NDR collection rate of 98.1% was achieved, ahead of target by 0.2% and exceeding comparable performance in 2017/2018 by 1.1%.
- 4.5. An annual collection target of 98.0% was set for Sundry Debt in 2018/2019 and a collection rate of 98.0% was achieved.

5. Arrears Collection Performance

- 5.1. Arrears collection performance for Council Tax, NDR and Sundry Debt is presented in the second table of Appendix 1.
- 5.2. The 2018/2019 arrears annual target for Council Tax was set at £3.500m, with collection of £4.016m, ahead of target by £0.516m (14.7%).
- 5.3. The 2018/2019 arrears target for NDR was set at £2.800m, with collection of £6.616m, ahead of target by £3.816m (136.3%). The high arrears collection is directly related to the high value of additions to the valuation roll made by the Assessor in March 2018.
- 5.4. The 2018/2019 arrears target for Sundry Debt was set at £11.825m, with collection of £12.401m, ahead of target by £0.576m (4.9%).

6. Business Rates Incentivisation Scheme

- 6.1. The Business Rates Incentivisation Scheme (BRIS) is a Scottish Government initiative to incentivise growth of the local business tax base, with a view to increasing Non Domestic Rates (NDR) income yields.
- 6.2. The Scottish Government sets annual targets for growth (buoyancy) and Councils who achieve their target retain 50% of the additional income generated.
- 6.3. The provisional annual buoyancy target for South Lanarkshire Council in 2018/2019 was set by the Scottish Government at 1.8%. This is a measure of the increase in the total rateable value of the non-domestic properties on the Valuation Roll (excluding public undertakings).
- 6.4. Performance against the BRIS target is monitored closely and reported to Committee on a quarterly basis. Buoyancy for 2018/2019 was 0.57%, an increase of 0.31% when compared to 2017/2018.

7. Proposals for Write Off

- 7.1. Approval for write off of the following irrecoverable debts is requested from Committee. The Council has a statutory obligation to write off accounts where the debtor is deceased, sequestrated, in liquidation or the debt is prescribed.
- 7.2. The proposed write off of Council Tax accounts dating from 1993/1994 to 2018/2019 totals £325,587.75, relating mainly to prescribed debt, sequestrations and estates of the deceased.
- 7.3. The value of accounts currently marked for write off in the Non Domestic Rates system from rating years 2016/2017 to 2018/2019 totals £422,843.29. These debts are deemed to be irrecoverable because the debtor is in liquidation, has ceased trading or has been sequestrated.

- 7.4. Approval is sought for the write off of Business Improvement District (BID) Levies totalling £5,372.56, administered by the Council on behalf of the Hamilton and Carlisle BID companies. There is no financial impact on the Council for these write offs.
- 7.5. Following consultation and agreement with Resources, the proposed write off of Sundry Debt totals £704,033.05.
- 7.6. Approval is sought for the write off of former tenant rent arrears of £197,365.47, factoring arrears of £7,771.82 and Housing Benefit Overpayments of £132,053.41.
- 7.7. A full list of all debts proposed for write off is held by the Executive Director (Finance and Corporate Resources).

8. Employee Implications

- 8.1. None.

9. Financial Implications

- 9.1. Provision has been made for the financial impact of all write offs.

10. Other Implications

- 10.1. The main risk associated with the Council's revenue collection is a failure to monitor collection rates and take effective corrective action where required, resulting in a significant reduction in collection performance and Council funding. The risk is managed through monthly performance reporting and review of performance at monthly Senior Management Meetings.
- 10.2. There are no implications for sustainability in terms of the information contained in this report.

11. Equalities Impact Assessment and Consultation Arrangements

- 11.1. There is no requirement to carry out an impact assessment in terms of the proposals within this report.
- 11.2. There is no requirement to undertake any consultation in relation to the content of this report.

Paul Manning

Executive Director (Finance and Corporate Resources)

16 April 2019

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and Transparent
- ◆ Ambitious, self aware and improving

Previous References

- ◆ Finance and Corporate Resources Committee - 20 February 2019

List of Background Papers

- ◆ System Reports from Council Tax, Non Domestic Rates, Sundry Debt and Academy Housing

Contact for Further Information

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

Craig Fergusson, Head of Finance (Transactions)

Ext: 4951 (Tel: 01698 454951)

E-mail: craig.fergusson@southlanarkshire.gov.uk

SOUTH LANARKSHIRE COUNCIL
REVENUES COLLECTION
FOR PERIOD ENDING 31 MARCH 2019

	Annual Cash Budget £000's	Budget Target to 31/03/19 £000's	Actual to 31/03/19 £000's	Variance to 31/03/19 £000's		% Variance to annual budget	Notes
FINANCIAL YEAR 2018/2019							
Council Tax	125,685	125,685	125,823	139	over	0.1%	
Non Domestic Rates	336,241	336,241	336,785	544	over	0.2%	
Sundry Accounts	99,933	99,933	99,912	(21)	under	0.0%	
ARREARS							
Council Tax	3,500	3,500	4,016	516	over	14.7%	
Non Domestic Rates	2,800	2,800	6,616	3,816	over	136.3%	
Sundry Accounts	11,825	11,825	12,401	576	over	4.9%	

Report

9

Report to:	Finance and Corporate Resources Committee
Date of Meeting:	8 May 2019
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Landlord Registration Service
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ advise of the transfer of the Landlord Registration Team from Housing and Technical Resources to Finance and Corporate Resources with effect from 13 May 2019

2. Recommendation(s)

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

- (1) that the transfer of the Landlord Registration Service from Housing and Technical Resources to Finance and Corporate Resources be noted; and
- (2) that the transfer of the powers relating to the Landlord Registration Service from the Executive Director (Housing and Technical Resources) to the Executive Director (Finance and Corporate Resources) within the Scheme of Delegation be noted.

3. Background

3.1. As part of the Efficiency Review of Legal Services, it was identified that the functions associated with private landlord registration were better aligned to the Licensing and Registration Services Team of Legal Services, Finance and Corporate Resources.

3.2. To allow the savings included in the savings package submitted and agreed by the Council on 27 February 2019 to be fully realised in 2019/2020, the transfer of functions and duties from Housing and Technical Resources to Finance and Corporate Resources will take place on 13 May 2019.

4. Scheme of Delegation

4.1. In order to allow a smooth transition and uninterrupted service delivery, the existing powers contained within the Scheme of Delegation in respect of the Landlord Registration Team required to be transferred from the Executive Director (Housing and Technical Resources) to the Executive Director (Finance and Corporate Resources).

4.2. The powers are as follows:-

- ♦ to fulfil and discharge the Council's statutory duties, functions and policies in relation to the registration of private sector landlords

- ♦ to maintain a public register in respect of the same, including authority and discretion to register and review applications as required in terms of current legislation and any review and/or subsequent or amending legislation

5. Employee Implications

- 5.1. There are 4 FTE current employees of the Landlord Registration Team who will be aligned to Finance and Corporate Resources.

6. Financial Implications

- 6.1. The Landlord Registration Service is self –funding. The current landlord registration revenue budget of £228,910 and associated income target of £228,910 was included in the Finance and Corporate Resources 2019/2020 budget approved by the Council on 27 February 2019.

7. Other Implications

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

8. Equality Impact Assessment and Consultation Arrangements

- 8.1. There is no requirement to carry out an impact assessment in terms of the proposal contained within this report.
- 8.2. Consultation with Trade Unions and employees was undertaken as part of the savings exercise and the Trade Union are in full agreement with the transfer of the Team to Finance and Corporate Resources.

Paul Manning

Executive Director (Finance and Corporate Resources)

17 April 2019

Link(s) to Council Values/Ambitions/Objectives

- ♦ Accountable, effective, efficient and transparent

Previous References

- ♦ South Lanarkshire Council (Special) of 27 February 2019

List of Background Papers

- ♦ None

Contact for Further Information

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

Geraldine McCann, Head of Administration and Legal Services

Ext: 4658 (Tel: 01698 454658)

E-mail: geraldine.mccann@southlanarkshire.gov.uk

Report

10

Report to: **Finance and Corporate Resources Committee**
 Date of Meeting: **8 May 2019**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Notification of Contracts Awarded**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide notification to Committee of all contracts awarded by Finance and Corporate Resources from 1 October 2018 to 31 March 2019

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 Clause 21.8 of the Standing Orders on Contracts that details of the acceptance of all tenders above £50,000 be reported retrospectively to the relevant Committee for noting, other than those under Clause 21.3 where the award is not the lowest in a price only tender or costs exceed the approved financial provision. In these instances, a report is submitted to the appropriate Committee and subsequent authority to award is granted by that Committee. Any contract with a value in excess of £200,000 is authorised by the Executive Director, following consultation with the Chair, or, in his or her absence, the Depute Chair of the appropriate Committee, together with one ex officio Member.

3.2. In addition, it is a requirement of Clause 22.5 of the Standing Orders on Contracts that any Contract extended under Standing Order 22 shall be reported to the relevant Committee for noting.

4. Contract Awards

4.1. A full list of contracts covering the period 1 October 2018 to 31 March 2019 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 service user and the Procurement Team.

6. Financial Implications

6.1. Appropriate budgetary provision is available for each of the contracts awarded.

7. Other Implications

- 7.1. There are no direct risks or implications for 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.

Paul Manning

Executive Director (Finance and Corporate Resources)

17 April 2019

Link(s) to Council Values/Ambitions/Objectives

- ♦ Value: Accountable, effective, efficient and transparent

Previous References

- ♦ Finance and Corporate Resources - 28 November 2018

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:-

Emma Smith, Corporate Procurement and Transactions Manager

Ext: 5329 (Tel: 01698 455329)

E-mail: emma.smith@southlanarkshire.gov.uk

Finance and Corporate Resources

Contracts Awarded by Finance and Corporate Resources over £50,000 in value

Name of Successful Tenderer	Value of Contract Awarded	Date of Award	Brief Description (include period of contract)
NHS Lanarkshire (Salus)	£112,000	01/10/18	Provision of Moving and Assisting Training 01/10/18 to 30/09/21
Pam Wellbeing Ltd	£420,340	05/10/18	Provision of Employee Counselling and Cognitive Behavioural Therapy Service 08/10/18 to 30/09/22
RM Education Ltd	£761,248	29/10/18	Supply and Support of Secure Broadband Connectivity Services 01/07/16 to 30/06/19 with option to extend for 36 months – contract extension
HP Inc UK Ltd	£500,000	15/11/18	National Framework for Mobile Client Devices and Associated Services 16/11/15 to 15/11/18 with option to extend for 12 months – contract extension
GTG Training Ritchies Training Centre Ltd	£250,000	01/12/18	Framework for Provision of Driver Training and Assessments (LGV, Driver Assessments, Driving Lessons, Road Roller Assessments and Category E) 01/12/18 to 30/11/22
CTrack Ltd	£984,897	12/12/18	Mini Competition from Supply, Installation and Maintenance of a Corporate Telematics Solution 03/01/19 to 28/02/24 with option to extend for up to 24 months
Wellwood Communications Ltd	£248,856	18/12/18	Maintenance and Supply of Small Telephone Systems and Ancillary Telephony Equipment 01/02/19 to 31/01/24
Bunzl Greenham	£2.4m	19/12/18	Supply and Delivery of Personal Protective Equipment (PPE) - Lot 1 - Safety, Workwear, Weather Wear and Footwear 01/01/19 to 31/12/20 with option to extend for a further 24 months
Civica UK Ltd	£280,300	21/12/18	Provision of a Sundry Debtors System 04/08/14 to 03/08/19 with option to extend for 60 months – contract extension

Name of Successful Tenderer	Value of Contract Awarded	Date of Award	Brief Description (include period of contract)
APS Group (Scotland) Ltd	£60,000	29/01/19	Blue Badge Printing and Fulfilment Services – Formal Agreement 05/02/19 to 04/02/22
CRB Cunninghams	£527,354	25/02/19	Mini Competition for a Cashless Catering Solution 01/07/19 to 20/06/23 with option to extend for up to 24 months
Brightwork Ltd, Search Consultancy Ltd, Blueprint Recruitment Ltd	£100,000	20/03/19	East Ayrshire Framework - Building Trades Agency Staff Lots 1, 2 and 3 01/07/17 to 31/03/18 with option to extend for 16 months – contract extension
Burness Paull Ledingham Chalmers LLP Mitchells Robertson Morisons Solicitors TC Young Solicitors	£650,000	26/03/19	Legal Services Providers Framework - Lot 1 Commercial & Other Work; Lot 2 Edinburgh Agent & Complex or High Value Litigation; Lot 3 Financial Guardianship & Interveners – 01/04/19 to 31/03/22 with option to extend for a further 24 months
Aero Healthcare Ltd	£240,000	27/03/19	Mini Competition for the Supply and Delivery of First Aid Materials from SXL Framework Lot 1 - 01/04/19 to 31/03/22 with option to extend for a further 12 months

Report

11

Report to:	Finance and Corporate Resources Committee
Date of Meeting:	8 May 2019
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Early Retirement, Voluntary Severance and Switch 2
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ advise on early retirements, voluntary severances, re-employment of early retirees and re-deployments during the period 1 October 2018 to 31 March 2019

2. Recommendation(s)

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

- (1) that the early retirements, voluntary severances, re-employment of early retirees, and redeployment of employees on the Switch 2 register during the period 1 October 2018 to 31 March 2019, be noted.

3. Background

3.1. The Council analyses the number of employees being released through early retirement and voluntary severance, and all of the associated costs. This forms part of the ongoing monitoring process derived from the Audit Scotland report, "Bye now pay later". This report provides information on the Council's position for the 6 month period 1 October 2018 to 31 March 2019.

4. Current Position

Early Retirements (Efficiency of the Service/Voluntary Redundancy) and Voluntary Severance

- 4.1. During the period, no early retirements on the grounds of efficiency of the service; voluntary redundancy or voluntary severance were granted and this represents no change when compared to the previous 6 month period.
- 4.2. Voluntary severance is dealt with by way of a discretionary payment that can be granted in situations where an employee is not eligible to retire under the Local Government Pension Scheme regulations due to their age or length of service; is not a member of the Local Government Pension Scheme, or where, in exceptional circumstances, an employee has reached retirement age and where a severance payment would be more beneficial than the award of Compensatory Added Years.

4.3. Annual Trend Analysis

Annual Period	1/4/13 – 31/3/14	1/4/14- 31/3/15	1/4/15- 31/3/16	1/4/16- 31/3/17	1/4/17- 31/3/18	1/4/18- 31/3/19
No. of Early Retirements/ Voluntary Severances	48	35	9	4	12	0

- 4.4 The table above shows the annual trend analysis of early exits granted as a result of efficiency of the service; voluntary redundancy or voluntary severance.

5. Early Retirements – Ill Health

- 5.1. In terms of early retirement on the grounds of ill-health, there are no capitalisation costs to the Council. During the 6 month period from 1 October 2018 to 31 March 2019, the following ill-health retirements were approved:

Resource	No. of Early Retirements on ill health grounds
Community and Enterprise/ Finance and Corporate *	6
Social Work	8
Education	5
Total	19

*In terms of data protection, Resources with fewer than 2 employees have been merged

- 5.2. The Local Government Pension Scheme regulations allow for 2 tiers of ill health retirement in situations where the member's ill-health or infirmity of mind or body renders them permanently incapable of discharging efficiently the duties of their current employment. Tier 1 relates to members with no reasonable prospect of obtaining gainful employment before their state pension age. Tier 2 relates to members with a reasonable prospect of obtaining gainful employment before their state pension age.
- 5.3. During the 6 month period, of the 22 requests made, 19 ill health retirements were granted under the provisions of tier 1 and tier 2 of the Local Government Pension Scheme and 3 resulted in no award being granted.

5.4. Annual Trend Analysis

Annual Period	1/4/14- 31/3/15	1/4/15- 31/3/16	1/4/16- 31/3/17	1/4/17- 31/3/18	1/4/18- 31/3/19
No. of ill-health retirements	14	12	28	37	46

- 5.5. During the period 1 April 2018 to 31 March 2019, the number of ill health retirements granted increased by 9 compared to the previous year. This is due to an increase in the number of employees with serious medical conditions who meet the criteria for ill health retirement.

6. Re-employment of Early Retirees

- 6.1. The re-employment of those who have been granted early retirement is monitored and approved centrally within Finance and Corporate Personnel Services. During the 6 month period from 1 October 2018 to 31 March 2019, no requests for re-employment were made and this represents no change when compared to the previous 6 month period.

7. Switch 2

- 7.1. Switch 2 is monitored and approved centrally within Personnel Services, Finance and Corporate Resources. During the 6 month period from 1 October 2018 to 31 March 2019, 14 employees and modern apprentices were redeployed to suitable alternative posts within the Council as follows:-

Resource	No. of employees	No. of Modern Apprentices	Total
Community and Enterprise / Education / Finance and Corporate*	6	0	6
Housing and Technical	5	0	5
Social Work	3	0	3
TOTALS	14	0	14

*In terms of data protection, Resources with fewer than 2 employees have been merged

- 7.2 This figure is a decrease compared to the previous 6 month period. Of the 14 employees, there were no Modern Apprentices redeployed within the period, 11 employees were placed in permanent roles and the remaining 3 in fixed term roles. In line with the Switch 2 policy, those individuals placed on a fixed term basis will continue to be matched to permanent posts as they become available.

7.3. Annual Trend Analysis

Annual Period	1/4/14-31/3/15	1/4/15-31/3/16	1/4/16-31/3/17	1/4/17-31/3/18	1/4/18 - 31/3/19
No. of Switch 2 matches	75	39	113	102	71

- 7.4 During the period 1 April 2018 to 31 March 2019, the number of employees redeployed decreased by 31 compared to the previous year.

8. Flexible Retirement

- 8.1. The approval of those who have been granted flexible retirement is monitored centrally within Personnel Services, Finance and Corporate Resources. During the 6 month period, 73 requests were approved as detailed below with no cost to the Council.
- 8.2 Included in these figures are phased retirement and winding down applications for Teaching Staff. These are two options which are available to Teachers within the SPPA guidelines and are similar to the LGPS flexible retirement scheme.

Resource	No. of Flexible Retirements	No. of Phased Retirements/ Winding Down
Community and Enterprise	21	
Education	1	3
Housing and Technical	17	
Social Work	21	
Finance and Corporate	10	
Total	73	

- 8.3 During the 6 month period, the average age of employees granted flexible retirement was 62 years, which is an increase of 1 year compared to the previous 6 month period.

8.4 **Annual Trend Analysis**

Annual Period	1/4/14-31/3/15	1/4/15-31/3/16	1/4/16-31/3/17	1/4/17-31/3/18	1/4/18 - 31/3/19
No. of Flexible Retirements	88	94	118	159	141

- 8.5 During the period 1 April 2018 to 31 March 2019, the number of employees granted flexible retirement decreased by 18 compared to the previous year.

- 8.6 Flexible retirement refusals are monitored centrally within Personnel Services, Finance and Corporate Resources. During the period from 1 October 2018 to 31 March 2019, 2 flexible retirement applications were refused.

9. Employee Implications

- 9.1. In respect of those employees refused ill-health retirement, incapability dismissals may have been considered.

10. Financial Implications

- 10.1. There were no leavers in the period 1 October 2018 to 31 March 2019 for which early retirement/severance costs were incurred.

11. Other Implications

- 11.1. The early release of employees across the Council must be properly managed to minimise the risk of adversely impacting service levels through the loss of vital skills and experience. In accordance with agreed policies, the redeployment of employees through the Switch 2 process continues to be considered as a matter of priority.

- 11.2. There are no sustainability implications.

12. Equality Impact Assessment and Consultation Arrangements

- 12.1. 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.
- 12.2. All releases were in line with agreed policies and procedures; therefore no further consultation was required.

Paul Manning

Executive Director (Finance and Corporate Resources)

16 April 2019

Link(s) to Council Values/Ambitions/Objectives

- ◆ Excellent Employer
- ◆ Accountable, Effective, Efficient and Transparent

Previous References

- ◆ Finance and Corporate Resources Committee – 28 November 2018

List of Background Papers

- ◆ None

Contact for Further Information

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

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