Council Offices, Almada Street
Hamilton, ML3 0AA

Monday, 09 April 2018

Dear Councillor

Housing and Technical Resources Committee

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

Date: **Wednesday, 07 March 2018**
Time: **10:00**
Venue: **Committee Room 1, Council Offices, Almada Street, Hamilton, ML3 0AA**

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

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

Yours sincerely

Lindsay Freeland
Chief Executive

Members
Josh Wilson (Chair), Archie Buchanan (Depute Chair), John Ross (ex officio), Robert Brown, Jackie Burns, Janine Calikes, Graeme Campbell, Andy Carmichael, Maureen Chalmers, Gerry Convery, Poppy Corbett, Maureen Devlin, Mary Donnelly, Allan Falconer, Alistair Fulton, Geri Gray, Eric Holford, Graeme Horne, Martin Lennon, Eileen Logan, Colin McGavigan, Richard Nelson, Carol Nugent, Mo Razzaq, David Shearer, Collette Stevenson,

Substitutes
Alex Allison, Stephanie Callaghan, Margaret Cooper, Isobel Dorman, Fiona Dryburgh, Mark Horsham, Ann Le Blond, Hugh Macdonald, Catherine McClymont, Mark McGeever, Bert Thomson, Margaret B Walker, Jared Wark,

BUSINESS

1 Declaration of Interests

2 Minutes of Previous Meeting 5 - 14
Minutes of the meeting of the Housing and Technical Resources Committee held on 13 December 2017 submitted for approval as a correct record. (Copy attached)

3 Minutes of Special Meeting 15 - 18
Minutes of the special meeting of the Housing and Technical Resources Committee held on 21 February 2018 submitted for approval as a correct record. (Copy attached)

Monitoring Item(s)

4 Capital Budget Monitoring 2017/2018 - Housing and Technical Resources (excl HRA) 19 - 22
Joint report dated 31 January 2018 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)

5 Capital Budget Monitoring 2017/2018 - Housing and Technical Resources (HRA) 23 - 26
Joint report dated 31 January 2018 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)

6 Revenue Budget Monitoring 2017/2018 - Housing and Technical Resources (excl HRA) 27 - 32
Joint report dated 31 January 2018 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)

7 Revenue Budget Monitoring 2017/2018 - Housing and Technical Resources (HRA) 33 - 36
Joint report dated 31 January 2018 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)

8 Housing and Technical Resources - Workforce Monitoring - November and December 2017 37 - 42
Joint report dated 23 January 2018 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)

9 Annual Report on Mainstreaming Equality and Diversity within Housing and Technical Resources 43 - 48
Report dated 8 February 2018 by the Executive Director (Housing and Technical Resources). (Copy attached)

Item(s) for Decision

10 Housing Allocation Policy - Local Letting Plans 2018/2019 49 - 60
Report dated 6 February 2018 by the Executive Director (Housing and Technical Resources). (Copy attached)

11 Variations to the Ground Lease at Hamilton Park Racecourse and Partial Assignation to Permit Hotel Development - Hamilton Park Racecourse Company Limited 61 - 64
Report dated 1 February 2018 by the Executive Director (Housing and Technical Resources). (Copy attached)

12 Disposal of Land at Highstonehall Road, Hamilton 65 - 70
Report dated 1 February 2018 by the Executive Director (Housing and Technical Resources). (Copy attached)

13 Acquisition of Land at Westburn Road, Cambuslang 71 - 74
Report dated 1 February 2018 by the Executive Director (Housing and Technical Resources). (Copy attached)

14 Update on Welfare Reform Legislative Changes 75 - 80
Joint report dated 7 February 2018 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources). (Copy attached)

Item(s) for Noting

15 Notification of Contracts Awarded - 1 September 2017 to 28 January 2018 81 - 90
Report dated 27 January 2018 by the Executive Director (Housing and Technical Resources). (Copy attached)

16 Delegated Authority Report - Quarter 1 and 2 Update 91 - 94
Report dated 5 February 2018 by the Executive Director (Housing and Technical Resources). (Copy attached)

Urgent Business

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

For further information, please contact:-

Clerk Name: Carol Lyon
Clerk Telephone: 01698 455652
Clerk Email: carol.lyon@southlanarkshire.gov.uk

Agenda Item

2

HOUSING AND TECHNICAL RESOURCES COMMITTEE

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 13 December 2017

Chair:
Councillor Josh Wilson

Councillors Present:
Robert Brown, Archie Buchanan (Depute), Jackie Burns, Janine Calikes, Graeme Campbell, Andy Carmichael, Maureen Chalmers, Gerry Convery, Poppy Corbett, Maureen Devlin, Mary Donnelly, Alistair Fulton, Geri Gray, Eric Holford, Graeme Horne, Martin Lennon, Eileen Logan, Hugh Macdonald *(substitute for Councillor Nugent)*, Colin McGavigan, Richard Nelson, Mo Razzaq, David Shearer, Collette Stevenson

Councillors' Apologies:
Allan Falconer, Carol Nugent, John Ross (ex officio)

Attending:
Finance and Corporate Resources
J Burke, Administration Assistant; H Goodwin, Finance Manager (Resources); E McPake, Human Resources Business Partner; J Muirhead, Administration Adviser
Housing and Technical Resources
D Lowe, Executive Director; A Finnan, Head of Housing Services; J Forbes, Property Manager (Assets and Estates Services); F McCafferty, Head of Property Services

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Housing and Technical Resources Committee held on 4 October 2017 were submitted for approval as a correct record.

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

3 Capital Budget Monitoring 2017/2018 - Housing and Technical Resources (excl HRA)

A joint report dated 8 November 2017 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted advising of progress on the capital programme for Housing and Technical Resources (excl HRA) for the period 1 April to 13 October 2017.

The Committee decided: that Housing and Technical Resources' capital programme (excl HRA) of £4.611 million and expenditure to date of £0.723 million be noted.

[Reference: Minutes of 4 October 2017 (Paragraph 3)]

4 Capital Budget Monitoring 2017/2018 - Housing and Technical Resources (HRA)

A joint report dated 8 November 2017 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted advising of progress on the capital programme for Housing and Technical Resources (HRA) for the period 1 April to 13 October 2017.

The Committee decided: that Housing and Technical Resources' capital programme (HRA) of £40.581 million and expenditure to date of £16.208 million be noted.

[Reference: Minutes of 4 October 2017 (Paragraph 4)]

5 Revenue Budget Monitoring 2017/2018 - Housing and Technical Resources (excl HRA)

A joint report dated 8 November 2017 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted comparing actual expenditure at 13 October 2017 against budgeted expenditure for Housing and Technical Resources' revenue budget (excl HRA), together with a forecast for the year to 31 March 2018.

The Committee decided:

(1) that the breakeven position on Housing and Technical Resources' revenue budget (excl HRA), as detailed in Appendix A to the report, be noted;

(2) that the forecast to 31 March 2018 of a breakeven position be noted; and

(3) that the proposed budget virements be approved.

[Reference: Minutes of 4 October 2017 (Paragraph 5)]

6 Revenue Budget Monitoring 2017/2018 - Housing and Technical Resources (HRA)

A joint report dated 8 November 2017 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted comparing actual expenditure at 13 October 2017 against budgeted expenditure for Housing and Technical Resources' revenue budget (HRA), together with a forecast for the year to 31 March 2018.

The Committee decided:

(1) that the breakeven position on Housing and Technical Resources' revenue budget (HRA), as detailed in Appendix A to the report, be noted;

(2) that the forecast to 31 March 2018 of a breakeven position be noted; and

(3) that the proposed budget virements be approved.

[Reference: Minutes of 4 October 2017 (Paragraph 6)]

7 Housing and Technical Resources' Resource Plan - Quarter 2 Progress Report 2017/2018

A report dated 8 November 2017 by the Executive Director (Housing and Technical Resources) was submitted on Housing and Technical Resources' Resource Plan for 2017/2018. Details were provided on progress made at the end of quarter 2, covering the period 1 April to 30 September 2017, in implementing the priority projects identified in the draft Resource Plan.

The Committee decided: that the report be noted.

[Reference: Minutes of South Lanarkshire Council of 6 December 2017 (Paragraph 3)]

8 Housing and Technical Resources - Workforce Monitoring - September and October 2017

A joint report dated 13 November 2017 by the Executive Directors (Finance and Corporate Resources) and (Housing and Technical Resources) was submitted on the following employee information for Housing and Technical Resources for the period September and October 2017:-

- 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 9 September 2017

The Committee decided: that the report be noted.

[Reference: Minutes of 4 October 2017 (Paragraph 7)]

9 Policy and Strategy Review Schedule

A report dated 16 November 2017 by the Executive Director (Housing and Technical Resources) was submitted on a revised Policy and Strategy Review Schedule.

A formal Policy Review Schedule, to support the ongoing and systematic service improvement process, had been approved by this Committee in October 2011. Regular updates had been provided over the years, with the most recent being reported in May 2016.

The revised Schedule, which also included a timeline for the review of policies and strategies for which the Resource had lead responsibility, had been developed to reflect changes at a local and national level in policy development and also reflected the implementation of other legislative and regulatory changes.

The Committee decided:

(1) that the revised Policy and Strategy Review Schedule, attached as Appendix 1 to the report, be approved; and

(2) that the outcome of Policy and Strategy Reviews be reported to future meetings of this Committee in accordance with the Schedule.

[Reference: Minutes of 18 May 2016 (Paragraph 8)]

10 Housing and Technical Resources' Resource Plan 2017/2018

A report dated 7 November 2017 by the Executive Director (Housing and Technical Resources) was submitted on the Housing and Technical Resources' Resource Plan 2017/2018.

Details were provided on the:-

- objectives and actions for 2017/2018
- capital and revenue resources for 2017/2018
- organisational structure of the resource

In accordance with the Council's performance management arrangements, a mid-year progress report on actions identified in the 2017/2018 Resource Plan would be submitted to a future meeting of this Committee.

The Committee recommended to the Executive Committee:	that the Housing and Technical Resources' Resource Plan 2017/2018 be approved.

[Reference: Minutes of South Lanarkshire Council of 6 December 2017 (Paragraph 3)]

11 Castlebank Park, Lanark - Asset Transfer to Lanark Community Development Trust

A report dated 9 November 2017 by the Executive Director (Housing and Technical Resources) was submitted on the community asset transfer of 433 square metres of ground, together with the former sawmill buildings, at Castlebank Park, St Patrick's Road, Lanark to Lanark Community Development Trust.

At its meeting on 20 March 2013, this Committee had approved the grant of a 20 year lease of 2,137 square metres of land (Phase 1) and, subsequently, the former sawmill buildings at Castlebank Park (Phase 2) to Lanark Community Trust for a rate of £1 per annum to enable them to create the Castlebank Horticultural and Environmental Training Centre.

Phase 1 of the project had been successfully delivered and the Trust had submitted a funding application to the Big Lottery Growing Community Assets Fund to support the delivery of Phase 2. The Big Lottery required the community organisation to own the asset and this was agreed at a meeting of this Committee on 18 January 2017.

The application for Lottery Funding had been unsuccessful and the Trust had redesigned the scheme to reduce the overall costs which would result in approximately £200,000 invested in the sawmill buildings.

A viable funding package had been developed which did not include the purchase of the properties as this was no longer required as the Big Lottery bid had been unsuccessful. The Trust was now requesting agreement to lease the 124 square metres of ground together with the former sawmill buildings.

The other principal terms and conditions of the lease agreement were detailed in the report.

The Committee decided:

(1) that the former sawmill buildings at Castlebank Park, St Patrick's Road, Lanark be leased to Lanark Community Development Trust at a rental of £1 per annum, subject to the terms and principal conditions outlined in Section 5 of the report; and

(2) that the Executive Director (Housing and Technical Resources), in consultation with the Head of Administration and Legal Services, be authorised to conclude all matters in respect of the lease and enter into the necessary legal agreements on terms which were in the best interests of the Council.

[Reference: Minutes of 18 January 2017 (Paragraph 11)]

12 Proposed Lease of Ground at South Vennel, Lanark with Associated Servitude Right of Access in Favour of SP Distribution Plc

A report dated 2 November 2017 by the Executive Director (Housing and Technical Resources) was submitted on:-

- a request for the Council to grant a 99 year lease of approximately 25 square metres of ground at South Vennel, Lanark to SP Distribution Plc to construct a new electricity sub-station subject to the terms and conditions detailed in the report
- a proposal to authorise the laying of cables and to grant a servitude right of access to allow the inspection and maintenance of the cables servicing the sub-station

The new sub-station required to be constructed on the area of ground at South Vennel, Lanark, as shown on the attached plan to the report, which was currently owned by the Council and held in the Housing Account.

It was an essential requirement of SP Distribution Plc that the lease for the sub-station be executed prior to energising the sub-station.

The Committee decided:

(1) that SP Distribution Plc be granted a 99 year lease of 25 square metres of ground at South Vennel, Lanark for the construction of an electricity sub-station and the laying of cables and the grant of a servitude right of access subject to the principal terms and conditions detailed in Section 4 of the report; and

(2) that the Executive Director (Housing and Technical Resources), in consultation with the Head of Administration and Legal Services, if appropriate, be authorised to conclude all matters in respect of the grant of the lease and to enter into the necessary legal agreements on terms which were in the best interests of the Council.

13 Proposed Lease of Ground at Elm Street, Blantyre with Associated Servitude Right of Access in Favour of SP Distribution Plc

A report dated 2 November 2017 by the Executive Director (Housing and Technical Resources) was submitted on:-

- a request for the Council to grant a 99 year lease of approximately 9 square feet of ground at Elm Street, Blantyre to SP Distribution Plc to construct a new electricity sub-station subject to the terms and conditions detailed in the report
- a proposal to authorise the laying of cables and to grant a servitude right of access to allow the inspection and maintenance of the cables servicing the sub-station

The new sub-station required to be constructed on the area of ground at Elm Street, Blantyre, as shown on the attached plan to the report, which was currently owned by the Council and held in the Housing Account.

It was an essential requirement of SP Distribution Plc that the lease for the sub-station be executed prior to energising the sub-station.

The Committee decided:

(1) that SP Distribution Plc be granted a 99 year lease of 9 square metres of ground at Elm Street, Blantyre for the construction of an electricity sub-station and the laying of cables and the grant of a servitude right of access, subject to the principal terms and conditions detailed in Section 4 of the report; and

(2) that the Executive Director (Housing and Technical Resources), in consultation with the Head of Administration and Legal Services, if appropriate, be authorised to conclude all matters in respect of the grant of the lease and to enter into the necessary legal agreements on terms which were in the best interests of the Council.

14 Variations to the Ground Lease at Regent Centre, Hamilton and Grant of Lease for 1 to 5 Duke Street, Hamilton - J D Wetherspoon Plc

A joint report dated 24 November 2017 by the Executive Directors (Housing and Technical Resources) and (Community and Enterprise Resources) was submitted on proposals to amend the terms and conditions of the ground lease at the Regent Shopping Centre, Hamilton and to grant a 170 year lease for 1 to 5 Duke Street, Hamilton to J D Wetherspoon Plc.

One of the main challenges facing the Regent Shopping Centre came following the closure of the Baird's unit at the corner of Quarry Street and Duke Street, Hamilton in 2014. The location and prominence of the unit meant that its vacant state continued to impact on Hamilton Town Centre as a whole.

On 11 March 2015, a proposal was approved by the Executive Committee from VALAD Asset Management on behalf of Maration, who held the lease for the Regent Shopping Centre, that J D Wetherspoon Plc take ownership of the unit to create a restaurant/public house/coffee bar and 13 bedroom hotel based on a business model they had successfully developed in similar properties and town centres throughout England. However, due to changes in market conditions and business priorities, this transaction had not been concluded.

J D Wetherspoon Plc had subsequently renewed their interest in the property and the Council had received a fresh approach to support the variation of the terms of the ground lease. This would require the existing ground lease with Maration to be varied, removing the Baird's unit from the existing agreement, and a new lease to be put in place between the Council and J D Wetherspoon Plc.

The principal terms and conditions for the new lease were detailed in the report.

The Committee decided:

(1) that the terms of the existing ground lease for the Regent Shopping Centre, Hamilton, be varied to facilitate the redevelopment of the former Baird's unit, at the corner of Quarry Street and Duke Street, Hamilton, by J D Wetherspoon Plc;

(2) that a new lease be entered into with J D Wetherspoon Plc, or their nominee, on the principal terms and conditions set out in section 4 of the report; and

(3) that the Executive Director (Housing and Technical Resources), in consultation with the Head of Administration and Legal Services, be authorised to enter into the necessary legal agreements on terms which were in the best interests of the Council.

[Reference: Minutes of the Executive Committee of 11 March 2015 (Paragraph 15)]

15 Disposal of Vacant Domestic Dwelling House at 2 Snaefell Crescent, Rutherglen

A report dated 13 November 2017 by the Executive Director (Housing and Technical Resources) was submitted on a proposal to declare the vacant dwelling house at 2 Snaefell Crescent, Rutherglen surplus to the operational requirements of Housing and Technical Resources.

The dwelling house was a 3 bedroom semi-detached traditional sandstone property which was unique in terms of the Council's current residential property portfolio in the Cambuslang and Rutherglen area.

As the location and construction of the property differed from the remainder of the housing stock in the area, disposal of the asset was considered to be a suitable solution in terms of property management.

If declared surplus, the property would be marketed for sale on the open market.

The Committee decided:

(1) that the vacant property at 2 Snaefell Crescent, Rutherglen be declared surplus to the operational requirements of Housing and Technical Resources;

(2) that the Executive Director (Housing and Technical Resources) be authorised to deal with the disposal of the property through the Council's normal surplus property procedure; and

(3) that the Executive Director (Housing and Technical Resources), in consultation with the Head of Administration and Legal Services, be authorised to conclude all matters in respect of any subsequent disposal and to enter into the necessary legal agreements in terms which were in the best interests of the Council.

16 Update on Welfare Reform Legislative Changes

A report dated 13 December 2017 by the Executive Director (Housing and Technical Resources) was submitted on the:-

- impact of key aspects of the Welfare Reform programme on landlord and homelessness services
- roll-out of Universal Credit "Full Service" within South Lanarkshire

An update was provided on the following activities:-

- under occupancy provisions
- benefit cap
- Universal Credit
- flexibility in the Scottish Social Security system
- Local Housing Allowance

The Committee decided: that the report be noted.

[Reference: Minutes of 4 October 2017 (Paragraph 13)]

17 Update of Housing and Technical Resources' Risk Register and Risk Control Plan

A report dated 10 November 2017 by the Executive Director (Housing and Technical Resources) was submitted on:-

- systems and controls in place within Housing and Technical Resources to control risks
- details of Housing and Technical Resources' current Risk Control Register

The Resource had followed Council guidance in developing, monitoring and updating its Risk Control Register on an ongoing basis. The Register had been developed to ensure that the Resource was fully aware of the main risks that it had, was able to prioritise those risks and had appropriate controls in place to eliminate or minimise the impact of the risk.

The risks were scored in accordance with the Council's scoring mechanism which scored risks based on likelihood and impact of risk. This 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 for the Resource had been developed and was monitored on a quarterly basis to add new risks and to review the scores of existing risks. The Register was maintained within Internal Audit and updated by designated officers within Housing and Technical Resources.

Details of risks which had scored 7 to 9 were provided in the appendix to the report.

The Committee decided: that the systems and controls in place to monitor risks within Housing and Technical Resources be noted.

[Reference: Minutes of 12 October 2016 (Paragraph 17)]

18 2017 Property and Housing Asset Management Plans

A report dated 23 November 2017 by the Executive Director (Housing and Technical Resources) was submitted on the outcomes of the 2017 Property and Housing Asset Management Plans' process, including the Local Government Benchmarking Framework (LGBF) Indicator outcomes for property condition and suitability.

Key facts from each of the Asset Management Plans were provided in separate appendices to the report.

LGBF Indicators for Asset Management related to property Core Facts for condition and suitability for direct operational property, excluding housing.

Benchmarking for 2017 had given the following return for the LGBF indicators:-

- in relation to condition, this showed 87% in a satisfactory condition (86% in 2016)
- in relation to suitability, this showed 96% of properties suitable for service delivery (95% in 2016)

The Committee decided:

(1) that the content of the 2017 Property and Housing Asset Management Plans be noted; and

(2) that the updated Local Government Benchmarking Framework Indicators for property condition and suitability be noted.

[Reference: Minutes of the Executive Committee of 7 September 2016 (Paragraph 10)]

19 Urgent Business

There were no items of urgent business.

Agenda Item

HOUSING AND TECHNICAL RESOURCES COMMITTEE

3

Minutes of special meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 21 February 2018

Chair:
Councillor Josh Wilson

Councillors Present:
Robert Brown, Archie Buchanan (Depute), Graeme Campbell, Andy Carmichael, Maureen Chalmers, Gerry Convery, Poppy Corbett, Maureen Devlin, Isobel Dorman (*substitute for Councillor Stevenson*), Alistair Fulton, Eric Holford, Mark Horsham (*substitute for Councillor Calikes*), Martin Lennon, Eileen Logan, Catherine McClymont (*substitute for Councillor Falconer*), Colin McGavigan, Carol Nugent, Mo Razzaq, John Ross (ex officio), David Shearer, Jared Wark (*substitute for Councillor Nelson*)

Councillors' Apologies:
Jackie Burns, Janine Calikes, Mary Donnelly, Allan Falconer, Geri Gray, Graeme Horne, Richard Nelson, Collette Stevenson

Attending:
Finance and Corporate Resources
G Bow, Administration Manager; J Burke, Administration Assistant; H Goodwin, Finance Manager (Resources); C Lyon, Administration Officer; G McCann, Head of Administration and Legal Services
Housing and Technical Resources
D Lowe, Executive Director; A Finnan, Head of Housing Services; F McCafferty, Head of Property Services

1 Declaration of Interests

No interests were declared.

2 Housing Revenue and Capital Account Budget 2018/2019

A joint report dated 6 February 2018 by the Executive Directors (Housing and Technical Resources) and (Finance and Corporate Resources) was submitted on:-

- the Revenue Estimate proposals for the Housing Revenue Account (HRA) for 2018/2019 which had been prepared in line with the 30 year Business Plan
- the Housing Capital Programme totalling £44.935 million

In order to achieve the level of investment to reflect the priorities of increasing the supply of Council houses, maintaining the Council's housing stock to meet the requirements of the Scottish Housing Quality Standard (SHQS) and to work towards the new Energy Efficiency Standard for Social Housing (EESSH) and other necessary works, a rent increase of 3.95% required to be applied to all Council houses, travelling persons' sites, garage sites and lockups.

These proposals also took account of a requirement to increase the provision for bad debts to £5.658 million to meet the anticipated increased arrears caused by the rollout of Universal Credit "Full Service" from 4 October 2017.

In line with the Council's commitment to rent harmonisation, it was proposed that all tenants paying below the harmonised level would pay up to an additional maximum of £2.00 per week.

In line with the Housing Business Plan, efficiency savings of £0.288 million had been included in the proposed budget. This included a reduction in the following areas:-

Administration Savings	£0.116 million
Enhanced Leave Income	£0.025 million
Strategy and Support Service	£0.023 million
Rationalisation of Services in Tower Blocks	£0.124 million

Details of the budget reductions were provided in an appendix to the report.

The revised budget also proposed an increase in the charge for the Council's factoring service from £28.08 to £28.78 per quarter, which would meet the increased costs of providing the service.

Details of the proposed Housing Capital Programme totalling £44.935 million were provided in an appendix to the report and details of how the programme would be funded were summarised in the report. The programme would ensure that a key priority within the Housing Investment Programme to increase the supply of Council housing would be progressed.

A wide-ranging consultation had been carried out with tenants and other stakeholders and details of the consultation process and associated outcomes were provided. During the consultation process, tenants had expressed their support for setting the rent increases over a longer period than the current single year. In response, it was proposed that an indicative rent increase baseline of 3.95%, in line with the business plan and subject to annual review, be implemented for financial years 2019/2020 and 2020/2021.

Feedback from the consultation was also positive in respect of simplifying and standardising the payment process for lock up and garages site customers from fortnightly to quarterly, and for the move away from the provision of annual rent statements, both of which would now be taken forward.

Councillor Wilson, seconded by Councillor Buchanan, moved that the recommendations be approved as detailed in the report. Councillor Convery, seconded by Councillor Lennon, moved as an amendment that the following items be removed from the Housing Revenue Account savings proposals for 2018/2019 in relation to the rationalisation of services in tower blocks:-

- removal of Greenhill Court night shift cover £0.087 million
- reduction in communal cleaning £0.021 million
- rationalisation of the laundry service £0.010 million

On a vote being taken by a show of hands, 13 members voted for the amendment and 9 for the motion. The amendment was declared carried.

The Committee recommended to the Executive Committee:

(1) that the Revenue Estimate proposals for the Housing Revenue Account Budget 2018/2019, as detailed in the report, be endorsed subject to the removal of the following items from the Housing Revenue Account savings proposals for 2018/2019 in relation to the rationalisation of services in tower blocks:-

- removal of Greenhill Court night shift cover £0.087 million
- reduction in communal cleaning £0.021 million
- rationalisation of the laundry service £0.010 million

(2) that the weekly rent increase of 3.95% for Council houses be endorsed;

(3) that the 3.95% increase also be applied to the rent of lockups, garage sites and travelling persons' sites;

(4) that the Council's factoring fee be increased from £28.08 to £28.78 per quarter;

(5) that the next stage of rent harmonisation be progressed as detailed in the report;

(6) that, based on the proposed rent increase, the 2018/2019 Housing Capital Programme of £44.935 million, as detailed in Appendix 2 to the report, be endorsed; and

(7) that an indicative rent increase baseline of 3.95% for Council houses in 2019/2020 and 2020/2021 be endorsed.

Councillor Brown, as the mover of an amendment which failed to find a seconder, asked that his dissent be recorded

3 Urgent Business

There were no items of urgent business.

SOUTH LANARKSHIRE COUNCIL

Report

Agenda Item

4

Report to:	**Housing and Technical Resources Committee**
Date of Meeting:	**7 March 2018**
Report by:	**Executive Director (Finance and Corporate Resources)** **Executive Director (Housing and Technical Resources)**

Subject:	**Capital Budget Monitoring 2017/2018 - Housing and Technical Resources (excl HRA)**

1. Purpose of Report

1.1. The purpose of the report is to:-

- provide information on the progress of the capital programme for Housing and Technical Resources (excl HRA) for the period 1 April 2017 to 5 January 2018

2. Recommendation(s)

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

(1) that the Housing and Technical Resources (excl HRA) capital programme of £4.611 million, and expenditure to date of £1.202 million be noted.

3. Background

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

3.2. The budget reflects the approved programme for the year (as approved at the Council meeting on 16 February 2017), exceptions approved during 2016/2017 and monies carried forward for projects from 2016/2017. It also includes budget adjustments approved by the Executive Committee during 2017/2018 up to and including its meeting on 28 February 2018.

3.3. The report details the financial position for Housing and Technical Resources (excl HRA) in total in Appendix A.

4. Employee Implications

4.1. None

5. Financial Implications

5.1. The total capital programme for Housing and Technical Resources (excl HRA) for 2017/2018 is £4.611 million. This budget reflects adjustments approved by the Executive Committee during 2017/2018, up to and including its meeting on 28 February 2018.

5.2. 2017/2018 Outturn
Work has been ongoing to clarify the predicted spend position for this financial year and current estimates from Property Services suggest an outturn of £3.835 million. This is an underspend of £0.776 million and mainly reflects the anticipated timing of spend in relation to the Headquarters Fabric Upgrade project. Funding for this project will carry forward into next financial year.

5.3. The initial forecast of spend to date was £1.827 million and £1.202 million has been spent (26.07% of full budget). This represents expenditure of £0.625 million behind profile. This underspend relates to project programming and the timing of the actual spend on various projects.

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 existing policy, function or strategy and therefore no impact assessment is required.

7.2. There was also no requirement to undertake any consultation in terms of the information contained in this report.

Paul Manning
Executive Director (Finance and Corporate Resources)

Daniel Lowe
Executive Director (Housing and Technical Resources)

31 January 2018

Link(s) to Council Values/Ambitions/Objectives

- Accountable, Effective, Efficient and Transparent

Previous References

- Executive Committee, 28 February 2018
- Housing and Technical Resources Committee, 13 December 2018

List of Background Papers

- Financial ledger to 5 January 2018

Contact for Further Information
If you would like to inspect the background papers or want further information, please contact:-
Lorraine O'Hagan, Finance Manager (Strategy)
Ext: 2601 (Tel: 01698 452601)
E-mail: lorraine.o'hagan@southlanarkshire.gov.uk

Appendix A

South Lanarkshire Council
Capital Expenditure 2017/18
Housing and Technical Resources Programme (excl HRA)
For Period 1 April 2017 – 5 January 2018

Housing and Technical Resources (excl HRA)	Budget £000	Base Budget Adjustments inc C/fwd £000	Total Original Budget £000	Budget Adjustments £000	Slippage £000	Total Budget £000	Budget to Date £000	Actual Expenditure £000
Office Accommodation	6,994	(2,988)	4,006	0	0	4,006	1,810	1,032
Private Housing Scheme of Assistance	1,000	(1,000)	0	0	0	0	0	0
Other Housing	0	47	47	558	0	605	17	170
TOTAL	**7,994**	**(3,941)**	**4,053**	**558**	**0**	**4,611**	**1,827**	**1,202**

SOUTH LANARKSHIRE COUNCIL

Report

Agenda Item

5

Report to:	**Housing and Technical Resources Committee**
Date of Meeting:	**7 March 2018**
Report by:	**Executive Director (Finance and Corporate Resources)** **Executive Director (Housing and Technical Resources)**

Subject:	**Capital Budget Monitoring 2017/2018 - Housing and Technical Resources (HRA)**

1. Purpose of Report

1.1. The purpose of the report is to:-

- provide information on the progress of the capital programme for Housing and Technical Resources (HRA) for the period 1 April 2017 to 5 January 2018

2. Recommendation(s)

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

(1) that the Housing and Technical Resources (HRA) capital programme of £40.581 million, and expenditure of £25.142 million be noted.

3. Background

3.1. This is the fourth capital monitoring report presented to the Housing and Technical Resources Committee for the financial year 2017/18. Further reports will follow throughout the year.

3.2. The Housing and Technical Resources (HRA) budget is managed in totality by the Resource. The report details the financial position for Housing and Technical Resources (HRA) on Appendix A.

4. Employee Implications

4.1. None.

5. Financial Implications

5.1. The Housing Capital programme for 2017/2018 totals £40.581 million and is detailed along with the funding sources at Appendix A to this report.

5.2. 2017/2018 Outturn

Work has been ongoing to clarify the predicted spend position for this financial year and current estimates from Housing and Technical Property Services suggest an outturn of £38.080 million. This is an underspend of £2.501 million and reflects the anticipated timing of spend in relation to the Urban Park Development of the former Blairbeth Golf Course site and the continued work of the Housing Investment Programme. Funding for these projects will also carry forward into next financial year.

5.3. Anticipated spend to 5 January 2018 was £25.110 million and £25.142 million has been spent (61.96% of full budget). This represents a position of £0.032 million ahead of profile.

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 existing policy, function or strategy and therefore no impact assessment is required.

7.2. There was also no requirement to undertake any consultation in terms of the information contained in this report.

Paul Manning
Executive Director (Finance and Corporate Resources)

Daniel Lowe
Executive Director (Housing and Technical Resources)

31 January 2018

Link(s) to Council Values/Ambitions/Objectives

- Accountable, Effective, Efficient and Transparent
- Housing and Technical Resources Committee, 13 December 2017

Previous References

- Executive Committee, 31 January 2018

List of Background Papers

- Financial ledger to 5 January 2018

Contact for Further Information

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

Lorraine O'Hagan, Finance Manager (Strategy)
Ext: 2601 (Tel: 01698 452601)
E-mail: lorraine.o'hagan@southlanarkshire.gov.uk

South Lanarkshire Council
Housing Capital Programme 2017/18
As at 5 January 2018

Appendix A

	£000's	£000's
Anticipated Capital Expenditure 2017/18		
		40,581
Estimated Financing Position 2017/18		
Capital Receipts – House Sales	5,872	
Capital Receipts – Land Sales	-	
Capital Financed From Current Revenue	19,520	
Prudential Borrowing	9,890	
Specific Grant – Scottish Government New Council Houses	4,830	
Specific Grant – Scottish Government Mortgage to Rent	120	
Other	349	
		40,581
Actual Expenditure to 5 January 2018		**25,142**
Actual Financing Position to 5 January 2018		
Capital Receipts – House Sales	6,086	
Capital Receipts – Land Sales	63	
Capital Financed From Current Revenue	18,993	
Prudential Borrowing	-	
Specific Grant – Scottish Government New Council Houses	-	
Specific Grant – Scottish Government Mortgage to Rent	-	
Other	-	
		25,142

SOUTH LANARKSHIRE COUNCIL

Report

Agenda Item

6

Report to:	**Housing and Technical Resources Committee**
Date of Meeting:	**7 March 2018**
Report by:	**Executive Director (Finance and Corporate Resources)** **Executive Director (Housing and Technical Resources)**

Subject:	**Revenue Budget Monitoring 2017/2018 - Housing and Technical Resources (excl HRA)**

1. Purpose of Report

1.1. The purpose of the report is to:-

- provide information on the actual expenditure measured against the revenue budget for the period 1 April 2017 to 5 January 2018 for Housing and Technical Resources (excl HRA)
- provide a forecast for the year to 31 March 2018

2. Recommendation(s)

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

(1) that the breakeven position on Housing and Technical Resources (excl HRA) revenue budget, as detailed in Appendix A of the report, and the financial forecast to 31 March 2018 of a breakeven position, be noted; and

(2) that the proposed budget virements be approved.

3. Background

3.1. This is the fourth revenue budget monitoring report presented to the Housing and Technical Resources Committee for the financial year 2017/2018.

3.2. The report details the financial position for Housing and Technical Resources (excl HRA) on Appendix A, and then details the individual services in Appendices B to C.

4. Employee Implications

4.1. None.

5. Financial Implications

5.1. As at 5 January 2018, there is a breakeven position against the phased budget.

5.2. Following the probable outturn exercise, the financial forecast for the revenue budget to 31 March 2018 is a breakeven position. The outturn position includes proposed transfers to reserves totalling £0.659 million in respect of Temporary Homelessness GRG funding required for the 2018/2019 savings exercise (£0.300 million) and also for use in future years (£0.359 million).

5.3. Virements are proposed to realign budgets. These movements have been detailed in the appendices to this report.

6. Other Implications

6.1. The main risk associated with the Council's Revenue Budget is that there is an overspend. The risk has been assessed as low given the detailed budget management applied across the Resources. The risk is managed through four weekly Budget Monitoring Meetings at which any variance is analysed. In addition, the probable outturn exercise ensures early warning for corrective action to be taken where appropriate.

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

7. Equality Impact Assessment and Consultation Arrangements

7.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.

7.2. There is also no requirement to undertake any consultation in terms of the information contained in this report.

Paul Manning
Executive Director (Finance and Corporate Resources)

Daniel Lowe
Executive Director (Housing and Technical Resources)

31 January 2018

Link(s) to Council Values/Ambitions/Objectives

- Accountable, Effective, Efficient and Transparent

Previous References

- None

List of Background Papers

- Financial ledger and budget monitoring results to 5 January 2018

Contact for Further Information

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

Hazel Goodwin, Finance Manager
Ext: 2699 (Tel: 01698 452699)
E-mail: hazel.goodwin@southlanarkshire.gov.uk

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 5 January 2018 (No.11)

Housing and Technical Resources Summary (excl HRA)

Budget Category	Annual Budget £000	Forecast for Year £000	Annual Forecast Variance £000	Budget Proportion 05/01/18 £000	Actual 05/01/18 £000	Variance 05/01/18 £000		% Variance 05/01/18	Note
Employee Costs	7,935	7,967	(32)	5,893	5,837	56	under	1.0%	
Property Costs	22,339	22,567	(228)	15,230	15,326	(96)	over	(0.6%)	
Supplies & Services	334	260	74	264	203	61	under	23.1%	
Transport & Plant	261	253	8	182	183	(1)	over	(0.5%)	
Administration Costs	810	827	(17)	179	194	(15)	over	(8.4%)	
Payments to Other Bodies	6,550	6,316	234	4,399	4,217	182	under	4.1%	
Payments to Contractors	3,014	3,012	2	1,686	1,699	(13)	over	(0.8%)	
Transfer Payments	0	0	0	0	0	0	-	0.0%	
Financing Charges	57	50	7	29	24	5	under	17.2%	
Total Controllable Exp.	41,300	41,252	48	27,862	27,683	179	under	0.6%	
Total Controllable Inc.	(17,333)	(17,285)	(48)	(9,257)	(9,078)	(179)	under recovered	(1.9%)	
Net Controllable Exp.	23,967	23,967	0	18,605	18,605	0	-	0.0%	

Variance Explanations

Variance explanations are shown in Appendices B and C.

Virements

Virements are shown in Appendices B and C

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 5 January 2018 (No.11)

Housing Services

Budget Category	Annual Budget £000	Forecast for Year £000	Annual Forecast Variance £000	Budget Proportion 05/01/18 £000	Actual 05/01/18 £000	Variance 05/01/18 £000		% Variance 05/01/18	Note
Employee Costs	2,141	2,273	(132)	1,591	1,685	(94)	over	(5.9%)	1
Property Costs	6,039	6,218	(179)	3,374	3,429	(55)	over	(1.6%)	2
Supplies & Services	241	156	85	190	136	54	under	28.4%	3
Transport & Plant	106	108	(2)	71	64	7	under	9.9%	
Administration Costs	354	359	(5)	60	61	(1)	over	(1.7%)	
Payments to Other Bodies	3,880	3,852	28	2,900	2,885	15	under	0.5%	
Payments to Contractors	2,972	2,983	(11)	1,659	1,681	(22)	over	(1.3%)	
Transfer Payments	0	0	0	0	0	0	-	0.0%	
Financing Charges	12	15	(3)	7	7	0	-	0.0%	
Total Controllable Exp.	15,745	15,964	(219)	9,852	9,948	(96)	over	(1.0%)	
Total Controllable Inc.	(8,106)	(8,521)	415	(5,139)	(5,329)	190	over recovered	3.7%	4, a
Net Controllable Exp.	7,639	7,443	196	4,713	4,619	94	under	2.0%	

Variance Explanations

1. The overspend in Employee Costs reflects current turnover levels within Housing Services being lower than anticipated.
2. The overspend in Property Costs reflects the current demand for repairs in relation to Temporary Accommodation managed properties.
3. The underspend in Supplies & Services reflects a managed underspend in Computer Equipment costs.
4. The over recovery of income relates to Temporary Accommodation managed properties higher than budgeted and reflects additional general revenue grant in relation to this Service.

Budget Virements

a. Additional General Revenue Grant for Temporary Accommodation - Net Effect £1.330m: Income £1.330m.

Appendix C

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 5 January 2018 (No.11)

Property Services

Budget Category	Annual Budget £000	Forecast for Year £000	Annual Forecast Variance £000	Budget Proportion 05/01/18 £000	Actual 05/01/18 £000	Variance 05/01/18 £000		% Variance 05/01/18	Note
Employee Costs	5,794	5,694	100	4,302	4,152	150	under	3.5%	**1, a**
Property Costs	16,300	16,349	(49)	11,856	11,897	(41)	over	(0.3%)	**2, b, c**
Supplies & Services	93	104	(11)	74	67	7	under	9.5%	
Transport & Plant	155	145	10	111	119	(8)	over	(7.2%)	
Administration Costs	456	468	(12)	119	133	(14)	over	(11.8%)	
Payments to Other Bodies	2,670	2,464	206	1,499	1,332	167	under	11.1%	**3, a, d**
Payments to Contractors	42	29	13	27	18	9	under	33.3%	
Transfer Payments	0	0	0	0	0	0	-	0.0%	
Financing Charges	45	35	10	22	17	5	under	22.7%	
Total Controllable Exp.	25,555	25,288	267	18,010	17,735	275	under	1.5%	
Total Controllable Inc.	(9,227)	(8,764)	(463)	(4,118)	(3,749)	(369)	under recovered	(9.0%)	**4, a**
Net Controllable Exp.	16,328	16,524	(196)	13,892	13,986	(94)	over	(0.7%)	

Variance Explanations

1. The underspend in Employee Costs is due to higher than anticipated staff turnover across the service to date.
2. The overspend in Property Costs reflects the current demand for repairs in relation to Estates managed properties being higher than budgeted.
3. The underspend reflects procurement efficiencies in External Support Contracts for 2018/19 being achieved early.
4. The under recovery of income relates to Estates managed properties being lower than budget and reflects the current income generation.

Budget Virements

a. Scheme of Assistance realignments to reflect current service delivery. Net Effect (£0.118m): Employee Costs (£0.118m), Payments to Other Bodies, (£0.109m), Income, £0.109m.
b. Transfer from Reserves for Renewable Heating Initiative funding. Net Effect £0.270m. Property Costs £0.270m.
c. Transfer from Reserves for Dilapidation Works. Net Effect £0.068m. Property Costs £0.068m.
d. Transfer from Reserves for Scheme of Assistance. Net Effect £0.283m. Payments to Other Bodies, £0.283m.

SOUTH LANARKSHIRE COUNCIL

Report

Agenda Item

7

Report to:	**Housing and Technical Resources Committee**
Date of Meeting:	**7 March 2018**
Report by:	**Executive Director (Finance and Corporate Resources)** **Executive Director (Housing and Technical Resources)**

Subject:	**Revenue Budget Monitoring 2017/2018 - Housing and Technical Resources (HRA)**

1. Purpose of Report

1.1. The purpose of the report is to:-

- provide information on the actual expenditure measured against the revenue budget for the period 1 April 2017 to 5 January 2018 for Housing and Technical Resources (HRA)
- provide a forecast for the year to 31 March 2018

2. Recommendation(s)

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

(1) that the breakeven position on Housing and Technical Resources' (HRA) revenue budget, as detailed in Appendix A of the report, and the forecast to 31 March 2018 of a breakeven position, be noted; and

(2) that the proposed budget virements be approved.

3. Background

3.1. This is the fourth revenue budget monitoring report presented to the Housing and Technical Resources Committee for the financial year 2017/2018.

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

4. Employee Implications

4.1. None.

5. Financial Implications

5.1. As at 5 January 2018, there is a breakeven position against the phased budget.

5.2. The forecast for the budget to 31 March 2018 is a breakeven position. The outturn position includes a proposed transfer to reserves totalling £0.029 million.

6. Other Implications

6.1. The main risk associated with the Council's Revenue Budget is that there is an overspend. The risk has been assessed as low given the detailed budget management applied across the Resources. The risk is managed through four weekly Budget Monitoring Meetings at which any variance is analysed. In addition, the

probable outturn exercise ensures early warning for corrective action to be taken where appropriate.

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

7. Equality Impact Assessment and Consultation Arrangements

7.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.

7.2. There is also no requirement to undertake any consultation in terms of the information contained in this report.

Paul Manning
Executive Director (Finance and Corporate Resources)

Daniel Lowe
Executive Director (Housing and Technical Resources)

31 January 2018

Link(s) to Council Values/Ambitions/Objectives

- Accountable, Effective, Efficient and Transparent

Previous References

- None

List of Background Papers

- Financial ledger and budget monitoring results to 5 January 2018

Contact for Further Information

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

Hazel Goodwin, Finance Manager
Ext: 2699 (Tel: 01698 452699)
E-mail: hazel.goodwin@southlanarkshire.gov.uk

Appendix A

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Housing and Technical Resources Committee: Period Ended 5 January 2018 (No.11)

Housing Revenue Account

Budget Category	Annual Budget £000	Forecast for Year £000	Annual Forecast Variance £000	Budget Proportion 05/01/18 £000	Actual 05/01/18 £000	Variance 05/01/18 £000		% Variance 05/01/18	Note
Employee Costs	12,639	12,197	442	9,430	9,053	377	under	4.0%	1
Property Costs	37,938	39,460	(1,522)	27,213	28,008	(795)	over	(2.9%)	2
Supplies & Services	610	619	(9)	376	381	(5)	over	(1.3%)	
Transport & Plant	215	175	40	142	130	12	under	8.5%	
Administration Costs	5,886	5,903	(17)	527	542	(15)	over	(2.8%)	
Payments to Other Bodies	3,491	3,233	258	63	68	(5)	over	(7.9%)	
Payments to Contractors	100	61	39	83	87	(4)	over	(4.8%)	
Transfer Payments	0	0	0	0	0	0	-	0.0%	
Financing Charges	19,520	19,513	7	19,031	19,023	8	under	0.0%	
Total Controllable Exp.	80,399	81,161	(762)	56,865	57,292	(427)	over	(0.8%)	
Total Controllable Income	(95,401)	(95,664)	263	(60,814)	(60,776)	(38)	under recovered	0.1%	
Transfer to/(from) Balance Sheet	619	29	590	476	11	465	under	97.7%	
Net Controllable Exp.	(14,383)	(14,474)	91	(3,473)	(3,473)	0	-	0.0%	
Loan Charges	14,383	14,474	(91)	0	0	0	-	0.0%	
Net Controllable Exp.	0	0	0	(3,473)	(3,473)	0	-	0.0%	

Variance Explanations

1. **Employee Costs**
   The underspend in Employee Costs is due to higher than anticipated staff turnover across the service to date.
2. **Property Costs**
   This overspend is due to repairs and grounds maintenance works being higher than budgeted which these are demand led services this overspend is being managed within the overall budget.

SOUTH LANARKSHIRE COUNCIL

Report

Agenda Item

8

Report to:	**Housing and Technical Resources Committee**
Date of Meeting:	**7 March 2018**
Report by:	**Executive Director (Finance and Corporate Resources)** **Executive Director (Housing and Technical Resources)**

Subject:	**Housing and Technical Resources – Workforce Monitoring – November and December 2017**

1. Purpose of Report

1.1. The purpose of the report is to:-

- provide employment information for November and December 2017 relating to Housing and Technical Resources

2. Recommendation(s)

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

(1) that the following employment information for November and December 2017 relating to Housing and Technical Resources be noted:-

- attendance statistics
- occupational health
- accident/incident statistics
- discipline, grievance and Dignity at Work cases
- analysis of leavers and exit interviews
- staffing watch as at 9 December 2017

3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to Committee. This report for Housing and Technical Resources provides information on the position for November and December 2017.

4. Monitoring Statistics

4.1. **Attendance Statistics (Appendix 1)**

Information on absence statistics is analysed for the month of December 2017 for Housing and Technical Resources.

The Resource absence figure for December 2017 was 6.6%, an increase of 1.1% when compared to last month and is 1.5% higher than the Council-wide figure. Compared to December 2016, the Resource absence figure has increased by 1.0%.

Based on the absence figures at December 2017 and annual trends, the projected annual average absence for the Resource for 2017/2018 is 4.7%, compared to a Council-wide average figure of 4.2%.

For the financial year 2017/2018, the projected average days lost per employee within the Resource equates to 11.4 days, compared with the overall figure for the Council of 9.6 days per employee.

4.2. **Occupational Health (Appendix 2)**
In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall 123 referrals were made this period an increase of 4 when compared with the same period last year.

4.3. **Accident/Incident Statistics**
There were 5 accidents/incidents recorded within the Resource this period, a decrease of 3 when compared to the same period last year.

4.4. **Discipline, Grievance and Dignity at Work (Appendix 2)**
During the period, 4 disciplinary hearings were held within the Resource, an increase of 3 when compared to last year. During this period no appeals were heard by the Appeals Panel. No Grievance hearings were held within the Resource, this figure remains unchanged when compared to the same period last year. Two Dignity at Work complaints were raised within the Resource, which is an increase of 2 when compared to the same period last year.

4.5. **Analysis of Leavers (Appendix 2)**
There were 7 leavers in the Resource eligible for an exit interview this period, an increase of 2 when compared with the same period last year. One exit interview was conducted.

5 Staffing Watch (Appendix 3)

5.1. There was an increase of 7 employees in post from 9 September 2017 to 9 December 2017.

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)

23 January 2018

Link(s) to Council Values/Ambitions/Objectives
- Accountable, effective, efficient and transparent
- Fair, open and sustainable
- Ambitious, self aware and improving
- Excellent employer
- Focused on people and their needs
- Working with and respecting others

Previous References
- Housing and Technical Resources, 13 December 2017

List of Background Papers
- Monitoring information provided by Finance and Corporate Resources

Contact for Further Information
If you would like to inspect the background papers or want further information, please contact:-
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APPENDIX 1

ABSENCE TRENDS - 2015/2016, 2016/2017 & 2017/2018
Housing & Technical Resources

APT&C				Manual Workers				Resource Total				Council Wide			
	2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018		2015 / 2016	2016 / 2017	2017 / 2018
April	4.5	4.6	4.3	**April**	5.0	6.3	4.5	**April**	4.7	5.1	4.4	**April**	3.8	4.3	3.9
May	3.6	4.3	4.2	**May**	4.7	5.0	3.9	**May**	3.9	4.5	4.1	**May**	3.9	4.4	4.2
June	3.8	4.3	3.9	**June**	4.6	5.5	4.4	**June**	4.0	4.7	4.1	**June**	3.5	4.1	3.9
July	3.5	4.1	4.3	**July**	4.1	4.5	4.9	**July**	3.7	4.2	4.5	**July**	2.9	3.3	3.0
August	3.7	4.9	4.7	**August**	4.3	5.7	4.0	**August**	3.9	5.1	4.4	**August**	3.3	3.6	3.2
September	3.5	5.1	4.3	**September**	3.8	4.6	4.5	**September**	3.6	5.0	4.4	**September**	3.8	4.1	4.0
October	4.2	5.5	3.8	**October**	4.1	5.0	4.4	**October**	4.2	5.3	4.0	**October**	4.1	4.4	4.1
November	4.4	4.9	4.9	**November**	4.5	6.7	6.4	**November**	4.5	5.5	5.5	**November**	4.7	4.9	4.8
December	4.0	5.0	5.0	**December**	4.9	6.7	9.0	**December**	4.3	5.6	6.6	**December**	4.7	4.9	5.1
January	3.9	5.0		**January**	4.9	4.3		**January**	4.2	4.8		**January**	4.6	4.5	
February	4.2	4.9		**February**	6.5	4.7		**February**	4.9	4.8		**February**	5.0	5.0	
March	4.9	4.7		**March**	7.3	4.6		**March**	5.7	4.6		**March**	5.2	4.7	
Annual Average	**4.0**	**4.8**	**4.5**	**Annual Average**	**4.9**	**5.3**	**5.0**	**Annual Average**	**4.3**	**4.9**	**4.7**	**Annual Average**	**4.1**	**4.4**	**4.2**
Average Apr-Dec	**3.9**	**4.7**	**4.4**	**Average Apr-Dec**	**4.4**	**5.4**	**5.1**	**Average Apr-Dec**	**4.1**	**4.9**	**4.7**	**Average Apr-Dec**	**3.8**	**4.1**	**4.0**

No of Employees at 31 December 2017	**900**	**No of Employees at 31 December 2017**	**559**	**No of Employees at 31 December 2017**	**1459**	**No of Employees at 31 December 2017**	**14917**

For the financial year 2017/18, the projected average days lost per employee equates to 11.4 days.

HOUSING AND TECHNICAL RESOURCES

	Nov-Dec 2016	Nov-Dec 2017
MEDICAL EXAMINATIONS Number of Employees Attending	30	41
EMPLOYEE COUNSELLING SERVICE Total Number of Referrals	13	12
PHYSIOTHERAPY SERVICE Total Number of Referrals	50	40
REFERRALS TO EMPLOYEE SUPPORT OFFICER	22	22
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY	4	8
TOTAL	**119**	**123**

CAUSE OF ACCIDENTS/INCIDENTS	**Nov-Dec 2016**	**Nov-Dec 2017**
Specified Injuries*	1	0
Over 7 day absences	3	1
Over 3 day absences**	1	0
Minor	1	3
Violent Incident: Verbal*****	2	1
Total Accidents/Incidents	**8**	**5**

*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	**Nov-Dec 2016**	**Nov-Dec 2017**
Total Number of Hearings	1	4
Total Number of Appeals	0	0
Appeals Pending	0	1

Time Taken to Convene Hearing Nov-Dec 2017

0-3 Weeks	**4-6 Weeks**	**Over 6 Weeks**
2	**0**	**2**

RECORD OF GRIEVANCE HEARINGS	**Nov-Dec 2016**	**Nov-Dec 2017**
Number of Grievances	0	0

RECORD OF DIGNITY AT WORK	**Nov-Dec 2016**	**Nov-Dec 2017**
Number of Incidents	0	2
Still in Process	0	2

ANALYSIS OF REASONS FOR LEAVING	**Nov-Dec 2016**	**Nov-Dec 2017**
Other	0	1
Number of Exit Interviews conducted	**0**	**1**

Total Number of Leavers Eligible for Exit Interview	**5**	**7**

Percentage of interviews conducted	**0%**	**14%**

JOINT STAFFING WATCH RETURN
HOUSING & TECHNICAL RESOURCES

1. As at 9 December 2017

Total Number of Employees				
MALE		FEMALE		TOTAL
F/T	P/T	F/T	P/T	
892	8	315	145	1360

*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
1	190.52	697.65	364.3	38	12	2	0	0	1305.47

1. As at 9 September 2017

Total Number of Employees				
MALE		FEMALE		TOTAL
F/T	P/T	F/T	P/T	
891	13	306	143	1353

*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
1	190.79	689.91	363.3	40	12	2	0	0	1299

SOUTH LANARKSHIRE COUNCIL

Report

Agenda Item

9

Report to:	**Housing and Technical Resources Committee**
Date of Meeting:	**7 March 2018**
Report by:	**Executive Director (Housing and Technical Resources)**

Subject:	**Annual Report on Mainstreaming Equality and Diversity within Housing and Technical Resources**

1. Purpose of Report

1.1. The purpose of the report is to:-

- provide an overview of the progress made in relation to mainstreaming Equality and Diversity within Housing and Technical Resources during 2016/2017
- provide details of key action areas for 2017/2018

2. Recommendation(s)

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

(1) that the progress made during 2016/2017 and key action areas for 2017/2018 in relation to mainstreaming Equality and Diversity within Housing and Technical Resources, be noted.

3. Background

3.1. The previous report to Housing and Technical Resources Committee in July 2016, gave a commitment to continue to progress Resource activity in relation to mainstreaming equalities during 2016/2017.

3.2. Within Housing and Technical Resources, there is an established Equality and Diversity Co-ordinating Group. The main focus of this group continues to be to progress the Equality and Diversity Monitoring Report which sets out the wider objectives and priority actions for the Resource in relation to mainstreaming equalities. The group also supports the work of the Council's Corporate Equality and Diversity Working Group.

4. Mainstreaming Equalities 2013 to 2017 and the Equality Outcomes

4.1. "South Lanarkshire Working For You – Mainstreaming Equalities Report 2013 to 2017" was published in April 2013. This detailed a number of Equality outcomes which all Resources were involved in developing and would work towards achieving.

4.2. A number of actions from Housing and Technical Resources Service and Resource Plans were initially aligned to the Equality outcomes. Progress on these has been monitored by the Resource Equality and Diversity Co-ordinating Group, with updates provided to Finance and Corporate Resources to inform both:-

- the mid-point update report to the Scottish Government as at 31 March 2015
- the final report to Scottish Government as at 31 March 2017 which is now published

4.3. Some of the achievements for Housing and Technical Resources which are highlighted within the final report include:-

- resettled 16 families within South Lanarkshire through the Syrian Vulnerable Person Resettlement Scheme (a total of 64 individuals) from December 2015 to February 2017
- worked closely with the South Lanarkshire Access Panel to ensure that architects and planners consider their duties under the Equality Act at the earliest stage of project development. A recent example of this is the new amenity housing development in Uddingston, where the Access Panel contributed to the design process, ensuring the needs of people who would live in the homes were considered
- continued to hold regular engagement events at Larkhall and East Kilbride Gypsy/Traveller sites, providing an opportunity for residents to make their views known on a number of service delivery issues
- provided a range of engagement events for homeless customers, allowing them to have their say in developing and improving homelessness services
- completed a total of 1060 adaptations in Council homes, allowing people with individual needs to continue to live independently
- continued the rolling programme of works to convert mainstream homes to amenity standard as they become available to re-let
- continued new build housing developments in East Kilbride and Fernhill that are suitable for occupation by people of all ages and abilities

4.4. The "South Lanarkshire Working For You - Mainstreaming Equalities Report" has now been re-drafted for the period 2017 to 2021, in line with the revised Council plan, Connect. Progress on Housing Equality outcomes will be monitored by the Resource Equality and Diversity Co-ordinating Group and reported on at a future date.

5. Other Key Areas of Progress 2016/2017

5.1. Equalities and Impact Assessment

During 2016/2017, the Resource completed a total of 6 EQIAs for Housing and Property Services.

5.2. Employment

Officers from within the Resource continued to take advantage of the family friendly policies offered by the Council. During 2016/2017, the uptake of these was as follows (previous year's figures in brackets):-

- employees on a career break or sabbatical 6 (10)
- employees currently working part time 366 (348)
- flexible working requests approved 38 (158)
- employees who have taken paternity leave 18 (24)
- employees who have bought enhanced leave provision 462 (233)

5.3. Employee Training and Development

Housing and Technical Resources employees participated in a range of Equality and Diversity related training activities during 2016/2017, consisting of a mix of class-based, e-learning activities and toolbox talks. This included:-

- Dementia Awareness
- Autism Spectrum Disorder Basic Awareness
- Protection of Vulnerable Groups
- Welcoming and Working With Syrian Families

- Housing Rights for Foreign Nationals
- Getting it Right for Every Child
- British Sign Language
- International Day Against Homophobia and Transphobia

5.4. Accessibility

5.4.1. Physical Access

In terms of physical access to buildings, Housing and Technical Resources public locations continue to have a compliance rate of 100% with the statutory performance indicator for access.

5.4.2. Access to Information

The Resource provided a range of translation and interpretation services to customers with specific communication requirements. The cost for providing these services during 2016/2017 was £993; this compares with £737 for 2015/2016.

5.5. Consultation, Engagement and Customer Feedback

As part of our annual consultation programme, the Resource continued to work closely with a range of stakeholders, including:-

- the Disability Partnership Housing Sub Group
- Gypsy/Travellers
- sheltered housing tenants
- Seniors Together
- homelessness customers

5.6. Customer Profiling

A number of measures to improve the equalities monitoring information we hold for our customers were progressed during 2016/2017. This profiling information assists the Resource to establish trends, identify gaps and take action to address these, whilst meeting regulatory expectations with regard to knowing our customers and meeting their needs.

5.7. Customer Complaints

There were no complaints recorded in the Equal Opportunities category for Housing and Technical Resources during 2016/2017.

6. Next Steps and Priorities for 2017/2018

6.1. The Resource Equality and Diversity Monitoring Report, aligned to the new Equality Outcomes will continue to drive progress in relation to mainstreaming equality across Housing and Technical Resources. Key principles to be achieved in 2017/2018 include:-

- consider actions for the Resource in the context of the redrafted Equality Outcomes as detailed within the 2017 to 2022 Mainstreaming report
- continue to implement the process of equality impact assessment across all new and revised policy areas
- continued commitment to staff training and development in relation to equality and related issues
- increase supply of housing suitable for a variety of needs
- continue to deliver appropriate engagement opportunities for a range of stakeholders
- ongoing development of customer profiling

- deliver Equality and Diversity annual update reports to Housing and Technical Resources Committee, Parent JCC and Equal Opportunities Forum during 2017/2018, in line with agreed reporting schedule

6.2. The intended outcomes of the above actions are to improve the services to customers, in particular those of minority or disadvantaged groups and to ensure the Council is protected from legal action in this area.

7. Employee Implications

7.1. None.

8. Financial Implications

8.1. None.

9. Other Implications

9.1. The risk to the Council is that if the Resource does not have due regard to the Public Sector Equality Duty it may lead to non-compliance with equalities legislation.

9.2. There are no issues in terms of sustainability contained within this report.

10. Equality Impact Assessment and Consultation Arrangements

10.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment or formal consultation is required.

Daniel Lowe
Executive Director (Housing and Technical Resources)

8 February 2018

Link(s) to Council Values/Ambitions/Objectives

- Focused on people and their needs
- Working with and respecting others
- Accountable, efficient, effective and transparent
- Ambitious, self-aware and improving
- Fair, open and sustainable
- Excellent employer
- Improve later life
- Protect vulnerable children, young people and adults
- Improve the availability, quality and access of housing
- Work with communities and partners to promote high quality, thriving and sustainable communities
- Support our communities by tackling disadvantage and deprivation, and supporting aspiration

Previous References

- Housing and Technical Resources Committee,13 July 2016

List of Background Papers

- Housing and Technical Resources Equality and Diversity Monitoring Report 2017/2018
- South Lanarkshire Working For You – Mainstreaming Equalities Report 2013 to 2017
- South Lanarkshire Council Equalities Mainstreaming Progress Report 2013 to 2015
- South Lanarkshire Working For You – Mainstreaming Equalities Report 2017 to 2022
- "Connect" – South Lanarkshire Council Plan 2017 to 2022

Contact for Further Information

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

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SOUTH LANARKSHIRE COUNCIL

Report

Agenda Item

10

Report to:	**Housing and Technical Resources Committee**
Date of Meeting:	**7 March 2018**
Report by:	**Executive Director (Housing and Technical Resources)**

Subject:	**Housing Allocation Policy – Local Letting Plans 2018/19**

1. Purpose of report

1.1. The purpose of the report is to:-

- advise on progress against the 2017/2018 letting targets
- request approval for the 2018/2019 letting targets
- request approval for the Local Letting Initiatives and the South Lanarkshire Letting Initiative in respect of Welfare Reform

2. Recommendation(s)

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

(1) that progress against the 2017/2018 letting targets, be noted;
(2) that the 2018/2019 mainstream letting targets, attached as Appendix 1, be approved;
(3) that the 2018/2019 sheltered letting targets, attached as Appendix 2, be approved;
(4) that the local letting initiatives attached as Appendix 3, be approved; and
(5) that the South Lanarkshire Letting Initiative, attached as Appendix 4, be approved.

3. Background

3.1. Local Letting Plans (LLPs) are a key feature of the Housing Allocation Policy and help ensure that a strategic and flexible approach is taken in the allocation of Council housing in South Lanarkshire.

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

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

3.3. LLPs are subject to Housing and Technical Resources Committee approval and this is the tenth annual report on LLPs since the Housing Allocation Policy was introduced in 2009.

4. Achievement of the 2017/2018 letting targets

4.1. The planning process has been brought forward to allow letting targets and letting initiatives to be fully implemented from the start of the financial year 2018/2019. Consequently the information provided in relation to the achievement of letting targets has been projected to the end of the financial year based on actual data collated during the period 3 April to 10 December 2017.

4.2. Across each housing management area, letting targets are set within bands for each housing list to allow for a degree of flexibility when allocating properties. Full details of the projected results in relation to the targets set for both mainstream and sheltered properties are set out in Appendices 1 and 2.

4.3. Across the South Lanarkshire area, it is projected that all letting targets set for mainstream properties will be achieved by the end of the financial year. It is noted that in terms of the individual area office targets, there are some minor variations which in general, can be attributed to variations in demand for housing within specific areas.

4.4. In relation to sheltered properties, the projected low annual turnover will impact on the ability to achieve the South Lanarkshire target, however, the projected variance is expected to be minimal. Most variations are due to the low number of sheltered lets or differences in supply and demand within certain areas.

5. Letting targets for mainstream properties during 2018/2019

5.1. The letting targets proposed for mainstream properties across South Lanarkshire and for each of the housing management areas are set out in Appendix 1.

5.2. The factors which have been taken into account when setting the mainstream letting targets for 2018/2019 are detailed below:-

- continued high level of demand for social rented housing – it is projected that 4,149 new housing applications will have been received by the end of this financial year
- high number of applicants queued on the HomeFinder housing register - as at 10 December 2017, there were 14,754 applicants queued on the register
- continuing high demand from homeless households - as at 10 December 2017, 1,408 homelessness applications had been received. Assuming that this trend continues, it is projected that 1,877 applications will have been received by the end of the financial year. This is a slight decrease of 2% in relation to the level of applications received last year
- the Council's statutory duty to homeless households - the number of applicants assessed as homeless and to whom the Council has a duty to provide settled accommodation, remains high. As at 10 December 2017, there were 961 homeless applicants on the HomeFinder housing register
- decrease in turnover - it is projected that by the end of the financial year, 1,901 properties will have been let. In comparison with 2016/2017, this represents a decrease of 10% in the number of properties becoming available for let
- the percentage of lets to the Other Category list within Cambuslang has been increased due to the regeneration of the East Whitlawburn area and the requirement to rehouse tenants whose properties are being demolished, into suitable housing
- joint working with partners - contribution that HomeFinder partners and other Registered Social Landlords (RSLs) make to meeting the needs of homeless applicants, through an agreed target of lets

- new build properties – the number of Council new build properties planned for completion during 2018/2019

5.3. It is proposed that as from April 2018 Clydesdale will have one combined target.

6. Letting Targets for sheltered properties during 2018/2019

6.1. The letting targets proposed for sheltered properties across South Lanarkshire and for each of the housing management areas are set out in Appendix 2.

6.2. Between 3 April and 10 December 2017, 106 sheltered properties became available for let. It is projected that by the end of the financial year 140 sheltered properties will have been let, which represents a 6% increase on the previous year 2016/2017.

6.3. There continues to be a high level of demand for sheltered housing, with 1,993 applicants on the HomeFinder housing register as at 10 December 2017. Demand for sheltered housing varies across individual sheltered housing developments, and this has been taken into account in the targets proposed for 2018/2019.

6.4. It is proposed that as from April 2018 Clydesdale will have one combined target.

7. Local Letting Initiatives

7.1. The Housing Allocation Policy allows for the establishment of Local Letting Initiatives (LLIs) in areas where there are particular needs, issues or circumstances which require to be addressed.

7.2. During 2017/2018, there were 6 LLIs in operation across South Lanarkshire. To inform the development of the LLPs for 2018/2019, each of the LLIs has been subject to an internal review to assess their impact and identify whether there is a need for the LLI to continue.

7.3. Based on the findings from the review of the LLIs, it is proposed that the 6 LLIs be retained, and the criteria, set out in Appendix 3, remain unchanged during 2018/2019.

8. South Lanarkshire Letting Initiative

8.1. The South Lanarkshire Letting Initiative was introduced in April 2013 to mitigate the impact of Welfare Reform on Council tenants affected by the under occupancy provisions of the Welfare Reform Act 2012.

8.2. In the period between 3 April and 10 December 2017, 7 Council tenants were re-housed under this initiative. The majority of these tenants moved to a smaller property where they are no longer affected by the under occupancy provisions of the 2012 Act.

8.3. Whilst the impact of the initiative has been limited, it continues to operate as one of a number of measures taken by the Council to help tenants affected by the under occupancy provisions and remains a useful tool. It is proposed that the initiative be retained during 2018/2019 and the eligibility criteria, set out in Appendix 4, remain unchanged.

9. Next Steps

9.1. Implement 2018/2019 letting targets effective from Monday 2 April 2018.

9.2. Publish the 2018/2019 Local Letting Plans on the South Lanarkshire Council website.

9.3. The impact of the LLIs and the South Lanarkshire Letting Initiative will continue to be monitored throughout the year.

9.4. The Housing Allocation Policy, including sheltered housing, will be subject to review during 2018/2019 as approved by Housing and Technical Resources Committee on 13 December 2017. The review will also incorporate changes stemming from the Housing (Scotland) Act 2014 with the social rented provisions commencing during 2019. The outcome of the review will be reported to Housing and Technical Resources Committee during 2019.

10. Employee Implications

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

11. Financial Implications

11.1. There are no financial implications associated with the proposed letting targets.

12. Other Implications

12.1. The key aim of the letting targets and LLIs is to promote sustainability within communities across South Lanarkshire.

12.2. The Housing Allocation Policy requires letting targets to be set annually, therefore, failure to implement this aspect of the policy would adversely impact on services.

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

13. Equality Impact Assessment and Consultation Arrangements

13.1. An equality impact assessment has been carried out on each LLI proposed for 2018/2019 and on the South Lanarkshire Letting Initiative.

13.2. An equality impact assessment has been carried out on the recommendations contained in this report and where issues were identified, remedial action has been taken. The assessment is that the proposals do not have any adverse impact on any part of the community covered by equalities legislation, or on community relations, and the results of the assessment will be published on the Council website.

13.3. Consultation on the proposed LLP targets and the LLIs have taken place with tenants at meetings of the Tenant Participation Co-ordination Group, Allocations Sub Group and Local Housing Forums. Performance in relation to the achievement of LLP targets will also be included in the general performance information discussed with Local Housing Forums throughout the year.

Daniel Lowe
Executive Director (Housing and Technical Resources)

6 February 2018

Link(s) to Council Values/Ambitions/Objectives

- Improve the availability, quality and access of housing
- Impove later life

Previous Reference

- Housing and Technical Resources Committee, 18 January 2017

List of Background Papers

- Local Letting Plans 2018/2019

Contact for Further Information

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

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Appendix 1

SLC Proposed Letting Targets for Mainstream Properties 2018/2019

South Lanarkshire

Housing Need List	2017/18	2017/18 Projected Lets		2018/19
	Target	Number	%	Target
Urgent housing need	50%-60%	955	55%	50%-60%
Transfer	20%-30%	385	22%	20%-30%
Waiting	15%-20%	346	20%	15%-20%
Other Categories	0%-5%	75	4%	0%-5%

Blantyre

Housing Need List	2017/18	2017/18 Projected Lets		2018/19
	Target	Number	%	Target
Urgent housing need	55%-60%	114	70%	55%-60%
Transfer	20%-25%	27	17%	20%-25%
Waiting	15%-20%	17	11%	15%-20%
Other Categories	0%-5%	4	2%	0%-5%

Cambuslang

Housing Need List	2017/18	2017/18 Projected Lets		2018/19
	Target	Number	%	Target
Urgent housing need	55%-60%	89	57%	55%-60%
Transfer	20%-25%	29	19%	15%-20%
Waiting	10%-15%	19	12%	5%-10%
Other Categories	5%-10%	19	12%	15%-20%

Rutherglen

Housing Need List	2017/18	2017/18 Projected Lets		2018/19
	Target	Number	%	Target
Urgent housing need	55%-60%	105	59%	55%-60%
Transfer	20%-25%	20	11%	20%-25%
Waiting	15%-20%	49	27%	15%-20%
Other Categories	0%-5%	5	3%	0%-5%

Clydesdale North

Housing Need List	2017/18	2017/18 Projected Lets		*2018/19
	Target	Number	%	Target
Urgent housing need	30%-40%	80	43%	40%-50%
Transfer	20%-30%	52	28%	20%-30%
Waiting	35%-40%	41	23%	20%-35%
Other Categories	0%-5%	12	6%	0%-5%

*as advised in section 4.5 above, it is proposed that Clydesdale North and Clydesdale South will have a combined Clydesdale target for 2018/2019

Appendix 1

Clydesdale South

Housing Need List	2017/18	2017/18 Projected Lets		*2018/19
	Target	Number	%	Target
Urgent housing need	30%-40%	84	35%	40%-50%
Transfer	15%-25%	73	30%	20%-30%
Waiting	40%-45%	79	32%	20%-35%
Other Categories	0%-5%	7	3%	0%-5%

East Kilbride

Housing Need List	2017/18	2017/18 Projected Lets		2018/19
	Target	Number	%	Target
Urgent housing need	55%-60%	215	63%	60%-65%
Transfer	25%-35%	89	26%	25%-35%
Waiting	5%-15%	49	13%	0%-10%
Other Categories	0%-5%	12	3%	0%-5%

Hamilton

Housing Need List	2017/18	2017/18 Projected Lets		2018/19
	Target	Number	%	Target
Urgent housing need	55%-60%	167	56%	55%-60%
Transfer	20%-30%	68	23%	20%-30%
Waiting	10%-20%	53	18%	10%-20%
Other Categories	0%-5%	9	3%	0%-5%

Larkhall

Housing Need List	2017/18	2017/18 Projected Lets		2018/19
	Target	Number	%	Target
Urgent housing need	45%-55%	101	58%	50%-60%
Transfer	18%-22%	27	16%	15%-25%
Waiting	25%-30%	39	22%	20%-25%
Other Categories	0%-5%	7	4%	0%-5%

*as advised in section 4.5 above, it is proposed that Clydesdale North and Clydesdale South will have a combined Clydesdale target for 2018/2019

Appendix 2

SLC Proposed Letting Targets for Sheltered Properties 2018/2019

South Lanarkshire

Housing Need List	2017/18	2017/18 Projected Lets		2018/19
	Target	Number	%	Target
Urgent housing need	25%-35%	42	30%	25%-30%
Transfer	40%-45%	55	39%	40%-50%
Waiting	20%-30%	38	27%	20%-30%
Other Categories	0%-5%	5	4%	0%-5%

Blantyre

Housing Need List	2017/18	2017/18 Projected Lets		2018/19
	Target	Number	%	Target
Urgent housing need	10%-15%	1	6%	10%-15%
Transfer	50%-60%	7	44%	50%-60%
Waiting	25%-35%	8	50%	25%-35%
Other Categories	0%-5%	0	0%	0%-5%

Cambuslang

Housing Need List	2017/18	2017/18 Projected Lets		2018/19
	Target	Number	%	Target
Urgent housing need	45%-55%	1	34%	35%-40%
Transfer	25%-35%	1	33%	35%-40%
Waiting	15%-20%	0	0%	15%-20%
Other Categories	0%-5%	1	33%	5%-10%

Rutherglen

Housing Need List	2017/18	2017/18 Projected Lets		2018/19
	Target	Number	%	Target
Urgent housing need	30%-35%	5	46%	35%-40%
Transfer	40%-45%	3	27%	35%-40%
Waiting	20%-25%	3	27%	15%-20%
Other Categories	0%-5%	0	0%	5%-10%

Clydesdale North

Housing Need List	2017/18	2017/18 Projected Lets		*2018/19
	Target	Number	%	Target
Urgent housing need	15%-25%	3	60%	20%-25%
Transfer	50%-60%	1	20%	40%-50%
Waiting	20%-25%	1	20%	25%-35%
Other Categories	0%-5%	0	0%	0%-5%

*as advised in section 6.4 above, it is proposed that Clydesdale North and Clydesdale South will have a combined Clydesdale target for 2018/2019

Appendix 2

Clydesdale South

Housing Need List	2017/18	2017/18 Projected Lets		*2018/19
	Target	Number	%	Target
Urgent housing need	20%-30%	4	31%	20%-25%
Transfer	30%-40%	4	31%	40%-50%
Waiting	30%-40%	5	38%	25%-35%
Other Categories	0%-10%	0	0%	0%-5%

East Kilbride

Housing Need List	2017/18	2017/18 Projected Lets		2018/19
	Target	Number	%	Target
Urgent housing need	30%-45%	20	32%	30%-45%
Transfer	40%-50%	28	45%	40%-50%
Waiting	10%-20%	11	18%	10%-20%
Other Categories	0%-5%	3	5%	0%-5%

Hamilton

Housing Need List	2017/18	2017/18 Projected Lets		2018/19
	Target	Number	%	Target
Urgent housing need	35%-45%	7	64%	40%-50%
Transfer	40%-50%	3	27%	35%-45%
Waiting	10%-15%	1	9%	10%-15%
Other Categories	0%-5%	0	0%	0%-5%

Larkhall

Housing Need List	2017/18	2017/18 Projected Lets		2018/19
	Target	Number	%	Target
Urgent housing need	10%-15%	1	5%	10%-15%
Transfer	40%-45%	8	43%	40%-45%
Waiting	40%-45%	9	47%	40%-45%
Other Categories	0%-5%	1	5%	0%-5%

*as advised in section 6.4 above, it is proposed that Clydesdale North and Clydesdale South will have a combined Clydesdale target for 2018/19

Appendix 3

Proposed Local Letting Initiatives for 2018/2019

Management Area	Details of LLI	Area covered by LLI	Property types/sizes	Duration of LLI
Clydesdale	Priority for housing to be given to applicants who have a social or economic connection with the area.	Forth East Douglas Douglas Water Glespin Rigside	All property types and sizes	1 year
Clydesdale	To promote and encourage tenancy sustainability all new tenants will be offered housing support. Any tenant seeking rehousing within the first year of their tenancy will be provided with comprehensive housing options advice and a further housing support assessment prior to any offer of rehousing being made.	Forth East Douglas Douglas Water Glespin Rigside	All property types and sizes	1 year
Hamilton	Priority for housing to be given to applicants with an assessed mobility need.	Almada Tower Wyler Tower	1 and 2 bedroom multi storey flats	1 year
Cambuslang	Priority for housing to be given to applicants with an assessed mobility need.	Rosebank Tower Sherry Heights Standford Hall Logan Tower Springhall Court	2 bedroom multi storey flats	1 year
Cambuslang	Priority for housing to be given to waiting list and transfer list applicants who have a local connection.	Cathkin Braes Tenant Management Co-operative area	All property sizes and types	1 year
Rutherglen	Restrict lets to the Urgent Housing Need list.	Greenhill Court	All 1 and 2 bedroom properties	1 year

Appendix 4

South Lanarkshire Letting Initiative 2018/2019

Management Area	Details of LI	Area Covered by LI	Property types/sizes	Duration of LI
Blantyre Cambuslang Rutherglen Clydesdale East Kilbride Hamilton Larkhall	To help mitigate the impact of welfare reform, priority is awarded to:- • working age council tenants who, as at 31 March 2013, are under occupying their property in terms of the DWP under occupancy criteria; • tenants living in a one bedroom property who are willing to move to a larger property, provided that they meet the required criteria	All areas of South Lanarkshire	All property types and sizes	1 year

SOUTH LANARKSHIRE COUNCIL

Report

Agenda Item

11

Report to:	**Housing and Technical Resources Committee**
Date of Meeting:	**7 March 2018**
Report by:	**Executive Director (Housing and Technical Resources)**

Subject:	**Variations to the Ground Lease at Hamilton Racecourse and Partial Assignation to Permit Hotel Development – Hamilton Park Racecourse Company Ltd**

1. Purpose of Report

1.1. The purpose of the report is to:-

- request approval for partial assignation and change of use to grant a lease to Hamilton Park Racecourse Hotel Company Ltd to permit the development of a hotel

2. Recommendation(s)

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

(1) that the terms of the existing ground lease for Hamilton Park Racecourse be varied to facilitate the development of a hotel within the grounds of the Racecourse;

(2) that the lease be partially assigned to Hamilton Park Racecourse Hotel Company Ltd on the principal terms and conditions set out in Section 4 of this report; and

(3) that the Executive Director (Housing and Technical Resources) in consultation with the Head of Administration and Legal Services be authorised to enter into the necessary legal agreements on terms which are in the best interests of the Council.

3. Background/Options

3.1. Hamilton Park Racecourse is currently held under a long ground lease from the Council to Hamilton Park Racecourse Company Ltd with a remaining term of approximately 106 years expiring in September 2124. The ground rent is the greater of either £15,000 per annum or 2.5% of the annual turnover and is paid to the Hamilton Common Good Account.

3.2. In October 2017 Hamilton Park Racecourse Company Ltd approached the Council advising that they wished to investigate a proposal for a hotel development within the Racecourse site to complement and enhance the racing facilities.

3.3. Feasibility studies were undertaken by the Company supported by Visit Lanarkshire.

3.4. Hamilton Park Racecourse Company Ltd have now brought forward the proposal for £10m capital investment to create a 118 bedroom hotel which would be branded “Hamptons by Hilton”. The proposal would be the first hotel of this brand outwith major Scottish cities and the sixth such hotel within Scotland.

3.5. Hamilton Park Racecourse Company Ltd have obtained the necessary planning consent (HM/17/051) for a 118 bedroom hotel and associated parking.

3.6. The proposed timescale for the commencement of works is spring 2018 with a proposed completion in April 2019 and official opening in May 2019.

4. Current Position

4.1. The terms and conditions of the current lease agreement do not permit the proposed development and therefore the Council has been asked to agree to the variation of the current arrangements.

4.2. To deliver the proposal a new company is being created by Hamilton Park Racecourse Ltd, namely Hamilton Park Racecourse Hotel Company Ltd. This will therefore require an assignation of part of the lease area to the new company on terms which reflect the increased commercial value arising from the development.

4.3. Negotiations have been undertaken and provisional agreement reached on the principal terms and conditions for the variation of the existing lease, assignation and new lease which will see an increase in the income to the Common Good Account of approximately £55,000 per annum.

4.4. In addition the rental income due under the current lease agreement for the Racecourse site will continue at the greater of either £15,000 per annum or 2.5% of annual turnover.

4.5. The principal terms and conditions for the variation of the existing lease, assignation and new lease for the hotel site are:-

- the date of assignation/entry to be agreed between the parties
- the lease length to run to coincide with the existing lease which terminates on 9 September 2124
- rental £55,000 per annum or 2.5% of the gross income greater than £2.5m pa
- the rent to be reviewed on a 5 yearly basis with the base rent increased in accordance with the RPI
- the tenant will meet all fees and charges arising as a result of this transaction including the costs associated with Council's legal, estates and external professional fees
- the site will extend to 7403m²
- the use will be for construction and development of a hotel together with service car parking and ancillary facilities
- the tenant is responsible for all necessary insurances required for the occupation and use of the site
- assignation will be permitted subject to proposed tenants holding sufficient financial standing and skills and experience to fulfil the terms of the lease
- the transaction be conditional on all necessary planning and other statutory consents being granted and approved

5. Employee Implications

5.1. There are no employee implications in this proposal.

6. Financial Implications

6.1. The proposed agreement will result in increased revenue of a minimum of £55,000 per annum which is subject to regular reviews. Further, the development enhances and retains the commercial viability of the Racecourse.

7. Other Implications

7.1. Not proceeding could affect the long term viability of the Racecourse and put at risk the revenue income from the lease. The Council would forego the opportunity to increase the income to the Common Good Account.

7.2. The proposal is estimated to create 20 full time jobs and it is anticipated that it will enhance Hamilton and South Lanarkshire as a leisure and tourist destination contributing to economic development.

8. Equality Impact Assessment and Consultation Arrangements

8.1. Consultation has taken place with Planning and Economic Development, Legal and Finance Services.

8.2. Given the specialist nature of the proposals, consultation was undertaken with external valuation experts specialising in hotel and licence trade management to ensure that the terms and conditions of the lease reflect Best Value.

8.3. 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.

Daniel Lowe
Executive Director (Housing and Technical Resources)

1 February 2018

Link(s) to Council Values/Ambitions/Objectives

- Accountable, effective, efficient and transparent

Previous References

- None

List of Background Papers

- None

Contact for Further Information

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

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SOUTH LANARKSHIRE COUNCIL

Report

Agenda Item

12

Report to:	**Housing and Technical Resources Committee**
Date of Meeting:	**7 March 2018**
Report by:	**Executive Director (Housing and Technical Resources)**

Subject:	**Disposal of Land at Highstonehall Road, Hamilton**

1. Purpose of Report

1.1. The purpose of the report is to:-

- provide an update on the proposal for the disposal of land at Highstonehall Road, Hamilton to Miller Homes Limited and Avant Homes Limited

2. Recommendation(s)

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

(1) that the site at Highstonehall Road, Hamilton extending to 25.5 hectares (63 acres) or thereby be disposed of to Miller Homes Limited and Avant Homes Limited in such proportions as are to be agreed prior to the conclusion of a contract for a total price of £5,662,500 and in terms of the principal conditions contained in Section 5 of this report; and

(2) that the Executive Director (Housing and Technical Resources), in consultation with the Head of Administration and Legal Services, be authorised to conclude all other matters pertaining to the disposal of the site and to enter into the necessary legal agreements on terms which are in the best interests of the Council.

3. Background

3.1. The Housing and Technical Resources Committee at its meeting on 18 May 2016 approved the terms of a revised option agreement and subsequent disposal of the site at Highstonehall Road, Hamilton, to Miller Homes and Bett Homes (now trading as Avant Homes) on the basis of a purchase price to be agreed between the parties and ratified by the District Valuer Services (DVS).

3.2. The proposed purchase price of £5,662,500 has been calculated taking into account deductions for:-

- developer's contribution in conjunction with the Section 75 agreement in relation to the wider Hamilton Community Growth Area
- abnormal development costs, identified by the developers following detailed site investigations and checked by the Council
- Miller Homes Limited receiving 15% discount to the price of the portion of the site that they are acquiring to reflect their current ownership of the site access

3.3. The Section 75 agreement covering the wider Hamilton Community Growth Area has now been finalised and signed and requires a contribution of £10,665 per residential unit, which equates to £4,262,000 for the subjects.

3.4. As the detailed site investigations have now been completed, the abnormal costs calculated in relation to the development of the site are £10,396,000. These comprise of Joint Venture costs which will be incurred by both developers and relate to elements such as the site preparation, provision of infrastructure, provision of services and site specific ground remediation costs, which are greater than initially anticipated. The report, together with the calculation of costs, have been reviewed and verified by the Council's technical team as being reasonable.

4. Scrutiny

4.1. The principal reason for the scale of the abnormal costs, is the topography of the site and the requirement for significant cut and fill groundworks. The detailed site investigation report was scrutinised by the Council's geotechnical engineer, who has confirmed that, based on the development of the whole site, the approach proposed by the developers' consultants is considered reasonable.

4.2. Additionally, discussions were undertaken with Planning and Economic Development regarding any assistance City Deal funding could provide to the Community Growth Area, which may have a direct impact on the viability/deliverability of the proposed development. Off-site road upgrades, with associated works and site preparation of the Council's affordable housing area have been identified as potential areas for support and have been included in the current City Deal bid, subject to City Deal Cabinet Approval.

4.3. Following extensive negotiations, a revised value of £6,000,000 has been produced. This requires to be discounted by £338,500 due to Miller's portion for their right of access, providing a net figure to the Council of £5,662,500. This figure is conditional upon the roads and social housing site preparation being funded by City Deal and a roads contract being awarded.

4.4. It is also proposed to replace the option agreement with a direct sale and, instead of the initial 6 development phases, the whole site would be prepared for development and serviced in a single phase, bringing forward the Capital Receipt and release of the social housing site.

4.5. The DVS was provided with the outcome of the above scrutiny and negotiations and asked to provide advice on the acceptability of the revised terms and alternative options and has advised that it is prudent for the Council to pursue disposal on the basis of the developer's current offer of £5,662,500. The DVS advised that it is unlikely that the Council could achieve a better offer given the complex topography and ownership of the site.

5. Proposal

5.1. It is therefore proposed to dispose of the site at Highstonehall Road, Hamilton, extending to 25.5 hectares (63 acres) or thereby, as shown on the attached indicative plan, to Miller Homes Limited and Avant Homes Limited (or assignees or nominees), in such proportions as are to be agreed prior to the conclusion of a contract, subject to the following principal conditions:-

1. The final purchase price shall be £5,662,500, exclusive of VAT. The price shall be apportioned between Miller Homes and Avant Homes, prior to conclusion of missives, based on the relative percentage of the site acquired.
2. The purchasers will meet the Council's reasonably incurred legal fees in connection with the transaction.
3. The sale will be suspensive on the Council entering into a contract for the off-site road upgrades, with associated works and site preparation of the Council's affordable housing area.

4. Miller Homes Limited will be required to enter an agreement to provide access over land in their ownership for the required road improvements to be made.

6. Employee Implications

6.1. There are no employee implications.

7. Financial Implications

7.1. Disposal of the site will generate a receipt of £5,662,500 to be split equally between the Council's General Services Account and the Housing Revenue Account.

8. Other Implications

8.1. The Council's Local Plan identifies the land as suitable for housing. Not proceeding with this proposal would have implications for the supply of land for housing within the Hamilton Community Growth Area and the Council's Strategic Housing Investment Plan. Should the sale not proceed, the capital receipt would not be available for the Council's General Services and Housing Revenue Accounts.

8.2. Should the sale not proceed, the Council will not receive the £4,262,000 agreed as part of the Section 75 agreement, as the developer's contribution for additional infrastructure.

8.3. There is also a risk that, if the Council do not proceed with the transaction, the land in the Council's ownership would be landlocked by a third party interest, which would be a major obstacle to future disposal or development of the site.

8.4. There are no issues in terms of sustainability contained within this report.

9. Equality Impact Assessment and Consultation Arrangements

9.1. All necessary consultations with Planning, Roads and Legal Services have taken place and the proposed proposal is compliant with planning policy. External Counsel and District Valuer Opinion have been sought.

9.2. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.

Daniel Lowe
Executive Director (Housing and Technical Resources)

1 February 2018

Link(s) to Council Values/Ambitions/Objectives

- Accountable, effective, efficient and transparent
- Improve the availability, quality and access of housing

Previous References

- Executive Committee 21 March 2007
- Estates Committee 12 July 2011
- Housing and Technical Resources Committee 18 May 2016

List of Background Papers

- None

Contact for Further Information

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

Frank McCafferty, Head of Property Services
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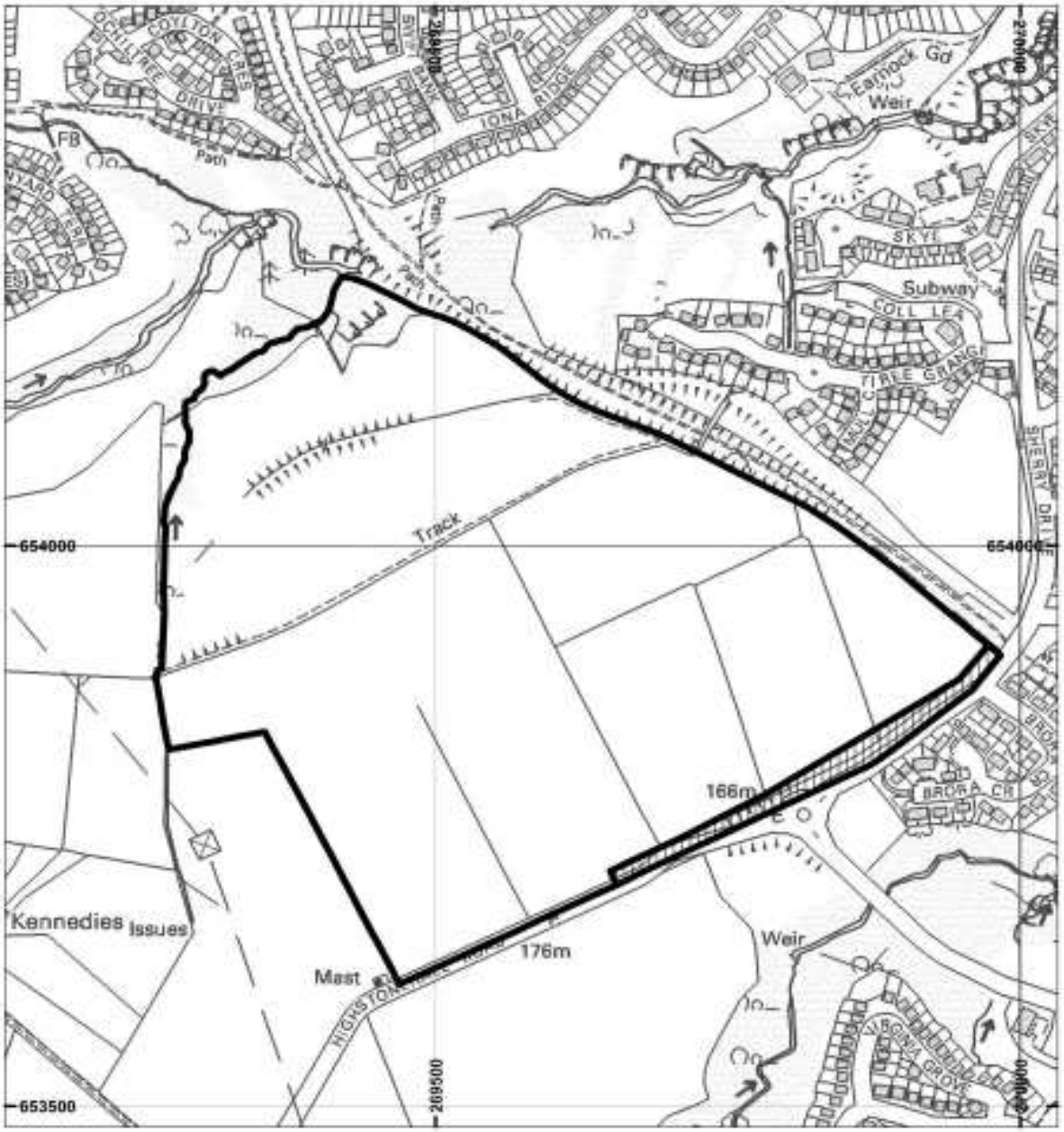
E-mail: frank.mccafferty@southlanarkshire.gov.uk

LOCATION PLAN - For Committee Purposes Only

Land at Highstonehall Road

Hamilton

PROPERTY SERVICES



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DATE: 15/06/2015

SOUTH LANARKSHIRE COUNCIL

Report

Agenda Item

13

Report to:	**Housing and Technical Resources Committee**
Date of Meeting:	**7 March 2018**
Report by:	**Executive Director (Housing and Technical Resources)**

Subject:	**Acquisition of Land at Westburn Road, Cambuslang**

1. Purpose of Report

1.1. The purpose of the report is to:-

- request approval for the acquisition of land at Westburn Road, Cambuslang for the construction of a roundabout and road improvements

2. Recommendation(s)

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

(1) that the land at Westburn Road, Cambuslang, extending to 0.71 hectares (1.75 acres), or thereby, as shown on the attached indicative plan, be acquired, from Patersons of Greenoakhill Ltd, for £137,500, exclusive of VAT, and in terms of the principal conditions contained in Section 4 of this report, subject to verification by the District Valuer

(2) that the Executive Director (Housing and Technical Resources), in consultation with the Head of Administration and Legal Services, be authorised to conclude all other matters pertaining to the acquisition of the property and to enter into the necessary legal agreements on terms which are in the best interests of the Council.

3. Background

3.1. The Executive Committee on 26 August 2015 noted that approval had been given for the Strategic Business Cases for the Glasgow and Clyde Valley City Deal, which included supporting development of the four Community Growth Areas at Newton, Larkhall, Hamilton and East Kilbride.

3.2. The Executive Committee on 2 December 2015 approved the Newton Community Growth Area, Outline Business Case, which seeks to deliver improvements to social and physical infrastructure (i.e. capacity in education, community facilities and roads) to accommodate the increase in the number of residents and to prepare sites for development.

3.3. As part of these proposed infrastructure improvements for Newton the land at the junction of Westburn Drive and Westburn Road is required for the construction of a roundabout.

3.4. Property Services were instructed to negotiate the purchase of the land required and agreement has been provisionally reached to purchase the land extending to 0.71 hectares (1.75 acres), or thereby, for £137,500, exclusive of VAT, and which is with the District Valuer Services (DVS) for ratification. In addition, the Council will

have rights over the area hatched to be used for accommodation works during the course of the construction of the roundabout and associated works.

4. Proposal

4.1. It is proposed therefore to acquire the land, as shown on the attached indicative plan, subject to the following principal conditions:-

1. the purchase price to be £137,500, exclusive of VAT
2. the purchase will be subject to receiving Planning approval for the new roundabout
3. the Council will have rights over the area hatched to be used for accommodation works during the course of the construction of the roundabout and associated roads improvements
4. the Council will pay the reasonable fees of the landowner's solicitor and agent

5. Employee Implications

5.1. There are no employee implications.

6. Financial Implications

6.1. Funding has been received in relation to s48 of the Roads Scotland Act 1984. These monies can be used to fund the land purchase. This acquisition programme as well as the funding identified, will form part of the delivery of the wider City Deal project for Newton Community Growth Area, and will be included in the project's Final Business Case.

7. Other Implications

7.1. If the proposal did not proceed, the road infrastructure would not be developed and there would be a consequential negative impact for the Newton Community Growth Area.

7.2. There are no issues in terms of sustainability contained within this report.

8. Equality Impact Assessment and Consultation Arrangements

8.1. All necessary consultations with Planning, Roads and Legal Services have taken place and they are supportive of the proposal.

8.2. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.

Daniel Lowe
Executive Director (Housing and Technical Resources)

1 February 2018

Link(s) to Council Values/Ambitions/Objectives

- Improve the road network, influence improvements in public transport and encourage active travel
- Support the local economy by providing the right conditions for inclusive growth
- Accountable, effective, efficient and transparent

Previous References

- Executive Committee 2 December 2015 – City Deal – Newton Community Growth Area, Outline Business Case
- Executive Committee 26 August 2015 – City Deal – South Lanarkshire Council Community Growth Areas, Strategic Business Case

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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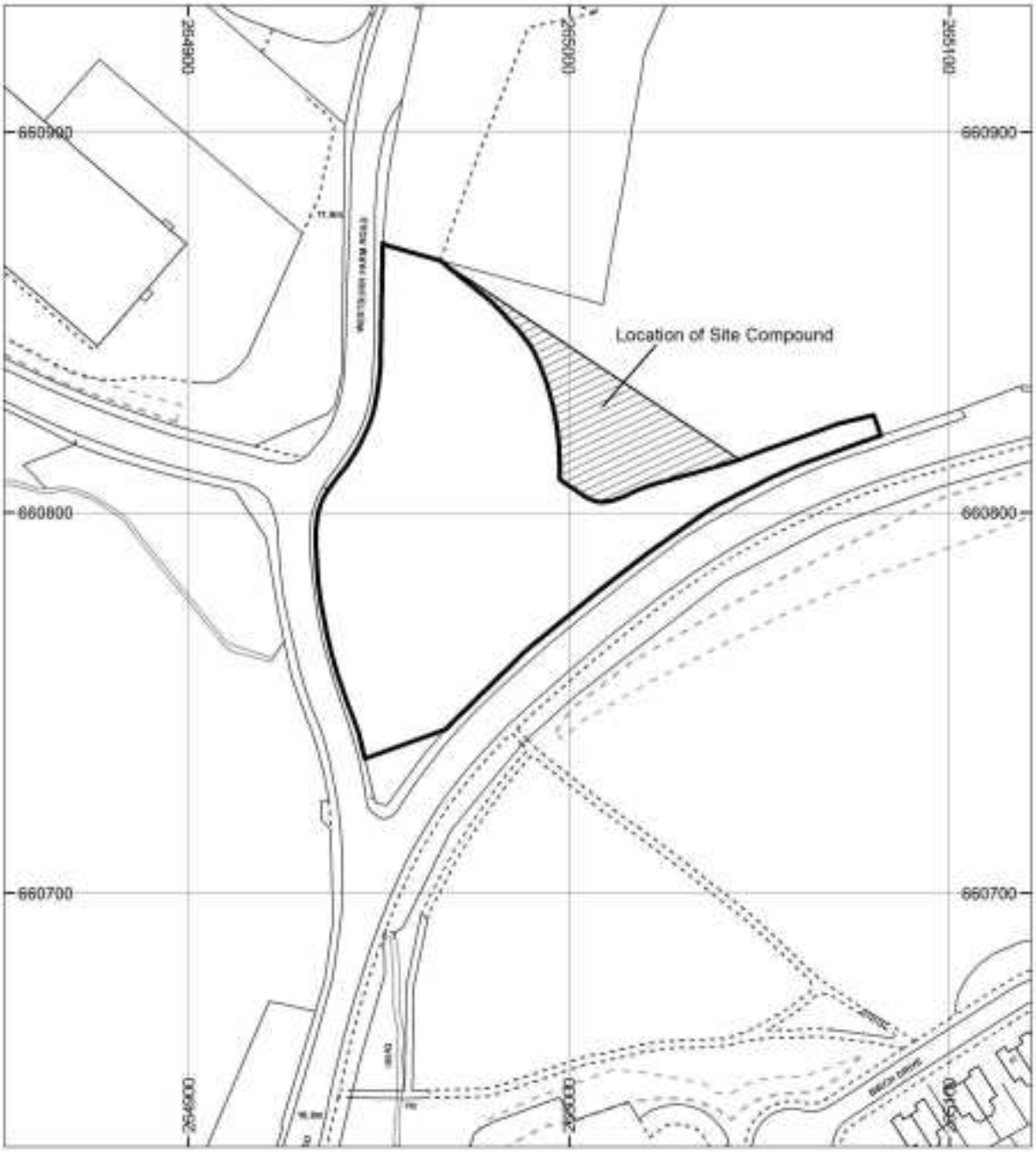
E-mail: frank.mccafferty@southlanarkshire.gov.uk

LOCATION PLAN - For Committee Purposes Only

Land at Westburn Road

Newton

PROPERTY SERVICES



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DATE: 21/11/2017

SOUTH LANARKSHIRE COUNCIL

Report

Agenda Item

14

Report to:	**Housing and Technical Resources Committee**
Date of Meeting:	**7 March 2018**
Report by:	**Executive Director (Housing and Technical Resources)** **Executive Director (Finance and Corporate Resources)**

Subject:	**Update on Welfare Reform Legislative Changes**

1. Purpose of Report

1.1. The purpose of the report is to:-

- provide an update to Committee on the impact of key aspects of the Welfare Reform programme on landlord and homelessness services
- provide an update on the roll out of Universal Credit "Full Service" within South Lanarkshire

2. Recommendation(s)

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

(1) that the content of the report, be noted; and

(2) that 3 FTE fixed term Housing Officer posts, as detailed at 7.1, remain on the Resource establishment for a period of 12 months.

3. Background

3.1. Over the past 4 years Housing and Technical Resources have provided regular reports to Committee on the background to the changes brought about by the Welfare Reform Act 2012 and the challenges presented to the Council.

3.2. Housing Services support Council tenants affected by the Welfare Reform programme providing support, assistance and advice to those affected by the Under Occupancy (UO) provisions, the Benefit Cap and those in receipt of Universal Credit (UC). The work to date has made a significant contribution in terms of supporting those affected to deal with the impact of the changes and minimise the impact upon the council budget and services.

3.3. Universal Credit Live Service began on a phased basis in South Lanarkshire Council in October 2015. However, the significant expansion of Universal Credit in the area commenced 2 years later on 4 October 2017, when it moved to the "Full Service" (FS) model. Since this date, claimants within South Lanarkshire who would previously have claimed Housing Benefit (HB), Working Tax Credit, Child Tax Credit, Income Support, Employment Support Allowance and Job Seekers Allowance have moved on to UC.

3.4. Sections 4, 5 and 6 of this report provide an update in relation to the key changes brought about by the ongoing Welfare Reform programme and the steps taken by the Council to mitigate the impact for tenants and support effective rent collection.

3.5. As noted in previous reports to this Committee, the environment in relation to UC remains extremely dynamic. Housing Services continues to take a flexible approach to meet the requirements of UC. Landlord and homelessness service arrangements continue to evolve to meet the requirements of FS specifically.

4. Under-Occupancy in Social Housing

4.1. At the end of January 2018, there were 3258 Council tenants affected by the UO deduction. Tenants affected by this provision qualify for a Discretionary Housing Payment (DHP) to mitigate the shortfall. Where a newly affected tenant is identified, they are required to apply for DHP to make up the shortfall. When known, each tenant who becomes affected by the provisions is contacted by the Resource to provide support and help progress the payment of DHP.

4.2. The availability of DHP within Scotland has in effect meant funding has been available to fully mitigate the impact of the provisions. The Scottish Government has noted its commitment to reimbursing Local Authorities for the impact of the under occupancy provisions and funding is in place to enable full mitigation for those affected by the provisions in the current financial year.

5. Benefit Cap

5.1. The Benefit Cap was initially introduced in July 2013 and places a maximum amount of benefit entitlement that a working age household (defined as an individual, their partner and any children they are responsible for and who live with them) are entitled to. The cap has now been reduced from £26,000 to £20,000 for a couple and from £18,200 to £13,400 for single people.

5.2. At the end of January 2018,162 households across South Lanarkshire were affected by the Benefit Cap with a weekly housing benefit reduction of approximately £9,542.00.

5.3. The Resource continues to work with households affected to provide advice and support and signpost to partner agencies for services such as money and benefit advice.

6. Universal Credit

6.1. The move to UC FS from 4 October 2017 was the most significant change brought about by the Welfare Reform Act in South Lanarkshire. It operates as a single payment to working age claimants and is paid monthly, in arrears, with no benefit entitlement for the first week. Currently, claimants can expect to wait around 6 weeks before they receive a first payment. In most circumstances applicants are responsible for paying their rent direct to their landlord.

6.2. Over the past 6 months a number of significant developments and changes have taken place at both a Scottish and UK level in relation to UC.

6.3. As part of the UK Budget statement in November 2017, the Chancellor set out a number of significant changes to UC. In summary, these are:-

- From January 2018, UC claimants have been able to access up to a month's worth of UC within 5 days via an interest-free advance with an extended period of recovery of the advance from 6 months to 12 months
- In February 2018 the Government removed the 7 day waiting period
- From April 2018, those already on HB will continue to receive their award for the first 2 weeks of their UC claim

- From April 2018, new claims for UC from those living in temporary accommodation will have their housing costs met through HB as will existing claimants

6.4. As part of the process for establishing the Scottish Social Security system, the Scottish Government introduced two flexibilities from 4 October 2017, namely:-

- the option of UC being paid twice a month rather than monthly
- the option of any UC housing cost element being paid direct to landlords

6.5. The Scottish flexibilities "Universal Credit Choices" are only offered to claimants once the first payment has been made during the second assessment period.

6.6. In previous reports to this Committee, the significant impact that UC has on a range of services has been highlighted as a challenge to the Council. This remains the case with continuing revisions being made to landlord and homelessness service arrangements to reflect changes noted above.

6.7. At the end of January 2018, 1723 Council tenants were in receipt of UC (596 on live service and 1127 on FS). The impact on rent arrears under UC is already significant, despite extensive resources being deployed in supporting tenants and minimising the impact of UC payment errors and delays. As at 31 January 2018, 1351 Council tenants (78%) in receipt of UC were in arrears (456 on live service and 895 on FS). Rent arrears accumulated by tenants on UC since the commencement of tenancy now total £904,868 (£270,510 on live service and £634,357 for tenants on FS). The total arrears accrued since claim commencement totals £354,462 (£100,868 on live service and £253,594 on FS). Arrears accrued since start of either a live or full service claim account for 40% of the total arrears balance.

6.8. As reported in previous reports, prior to the roll out of FS, estimates based upon experiences of other Local Authorities indicated that South Lanarkshire Council could expect up to 350 tenants per month to make a UC claim. As at 31 January 2018, 1127 Council tenants have applied from 4 October 2017 (average of 281 claims per month). It is expected that over time, that there will be a continued increase in case load and this will be closely monitored.

6.9. The close working arrangements that have been established with the DWP with regard to the 'landlord portal' has enabled the Council to engage collaboratively where any system issues are identified. Additionally, the co-location of the Benefits are Changing Team (BACT) within the five Job Centre Plus offices in the area is benefiting by ensuring that tenants who are making their claim have their housing cost element included. This flexible approach also maximises the opportunity to engage with tenants to provide them with a range of advice and information on other services e.g. to address wider issues, such as debt management.

6.10. Trained officers within each housing office continue to work with tenants from the point their housing costs have been confirmed. An important aspect of their work is to ensure where appropriate that a Managed Payment to Landlord (MPTL) application is made on behalf of the tenant to ensure the housing cost element of UC is paid directly to the Council. Additional work carried out by housing officers also affords further opportunity to ensure that claimants are offered appropriate advice and support; for example, timely payment of rent and where necessary referral to the Money Matters Advice Service.

6.11. Housing and Technical Resources will continue to work with partners locally and nationally, including other local authorities, Registered Social Landlords, the DWP,

CoSLA and the Association of Local Authority Chief Housing Officers (ALACHO), to share experiences and consider opportunities for collaborative working. A focus continues to be placed on working with tenant and other customer groups to support effective customer engagement and communication.

7. Employee Implications

7.1. To support the ongoing implementation of the Welfare Reform Programme an additional 3 full time equivalent Housing Officer posts were appointed within the Benefits are Changing Team for a fixed term period of 6 months in October 2017. This has been successful in helping to meet the increased volume of tenants moving onto UC and needing support and assistance in the early stages around their housing costs claim and rent payments.

7.2. It is proposed to now maintain these posts on the establishment of Housing Services for a further temporary period of 12 months in order to support and assist South Lanarkshire Council tenants with the transition to UC and other changes to the benefits system, and establish regular payment patterns to minimise rent arrears related debt and promote tenancy sustainability.

7.3. The details of the posts are as follows:

Post Title	No of Posts (FTE)	Grade SCP	Hourly Rate	Annual Salary (1 FTE)	Total costs (including on costs)
Housing Officer	3.0	Grade 2, Level 1 -4 SCP 32-57	£11.13 - £15.34	£20,308 – £27,995	£77,549 – £108,247

These posts have been evaluated using the Council's Job Evaluation Scheme.

8. Financial Implications

8.1. The costs of the 3.0 FTE additional temporary Housing Officer posts will be met from the Housing Revenue Account.

8.2. Provision has been made within the Housing Revenue Account in 2018/19 to reflect the anticipated impact of UC FS, this is a UC bad debt provision of £4.343m and the level of provision will continue to rise as roll-out continues. The impact of the welfare reform provision will continue to be monitored and reported to Committee on an ongoing basis.

9. Other Implications

9.1. The potential financial impact and risks of the above changes have been built into the Resource's risk register and actions are being taken to mitigate these risks where possible.

9.2. There are no implications in terms of sustainability contained within this report.

10. Equality Impact Assessment and Consultation Arrangements

10.1. No equalities impact assessment was undertaken in relation to the content of this report as the proposals are outwith the control of the Council.

Daniel Lowe
Executive Director (Housing and Technical Resources)

Paul Manning
Executive Director (Finance and Corporate Resources)

7 February 2018

Link(s) to Council Ambitions/Values/Objectives

- Support our communities by tackling disadvantage and deprivation and supporting aspiration
- Improve the availability, quality and access of housing

Previous References

- Housing and Technical Resources Committee,18 January 2017
- Housing and Technical Resources Committee, 9 August 2017
- Housing and Technical Resources Committee, 4 October 2017
- Housing and Technical Resources Committee, 13 December 2017

List of Background Papers

- House of Commons Briefing Paper Number 6547- Housing Costs in Universal Credits
- Scottish Government - Response to the Consultation on Universal Credit (Claims and Payments) (Scotland) Regulations 2017

Contact for Further Information

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

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SOUTH LANARKSHIRE COUNCIL

Report

Agenda Item

15

Report to:	**Housing and Technical Resources Committee**
Date of Meeting:	**7 March 2018**
Report by:	**Executive Director (Housing and Technical Resources)**

Subject:	**Notification of Contracts Awarded 1 September 2017 to 28 January 2018**

1. Purpose of Report

1.1. The purpose of the report is to:-

- provide notification to Committee of contracts awarded by Housing and Technical Resources for the supply of Goods, Services and Works, following formal tendering in excess of £50,000 during the period 1 September 2017 to 28 January 2018

2. Recommendation(s)

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

(1) that the details of the contracts awarded by Project Services in Appendix A, be noted;

(2) that the details of the contracts awarded by Procurement Team in Appendix B, be noted; and

(3) that the details of the sub contracts awarded by Building Services in Appendix C, 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.

4. Contracts Awarded

4.1. A full list of the contracts is provided in the appendices to this report.

5. Employee Implications

5.1. There are no employee implications.

6. Financial Implications

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

7. Other Implications

7.1. There are no other implications in terms of risk and sustainability.

8. Equality Impact Assessment and Consultation Arrangements

8.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.

8.2. There is no requirement to undertake any consultation in relation to the content of this report.

Daniel Lowe
Executive Director (Housing and Technical Resources)

28 January 2018

Link(s) to Council Values/Ambitions/Objectives

- Accountable, effective, efficient and transparent

Previous References

- Housing and Technical Resources Committee, 13 December 2017

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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E-mail: frank.mccafferty@southlanarkshire.gov.uk

Appendix A

Contracts Awarded (Project Services) 1 September 2017 – 28 January 2018

Client	Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
Housing	HOD010506	Clyde, Calder & White Cart Towers - Lift Replacement	Consult Lift Services Ltd	Lift replacement and related works	£500,251.50	05/09/2017
Housing	HOD010584	Devlin Grove Sheltered Housing Complex - Common Area Upgrade	SLC Building Services	Upgrade of common areas	£259,324.87	04/09/2017
Various	No Project Ref	Maintenance of CCTV Systems	Chubb Fire & Security Ltd	Maintenance of CCTV Systems -Contract Extension to Oct 2018	£160,000.00	04/09/2017
Housing	HOD010588	South Vennel - Former District Court Lease Works	SLC Building Services	Convert Former District Court for Department of Work & Pensions	£315,000.00	08/09/2017
Housing	HOD010605	HEEPs Phase 5 - External Wall Insulation and Associated External Works to Various Properties throughout South Lanarkshire	ENGIE Regeneration Ltd	Design and Build of External Wall Insulation System and Associated Work	Value dependent on owner uptake	07/09/2017
Housing General Fund	HGF010586	Royal Burgh House Moves to Cambuslang Gate - Phase 1	SLC Building Services	Phase 1 - alterations required to ground floor to accommodate additional staff	£255,000.00	11/09/2017
Housing	HOD010348	Springhall Fabrics Phase 1	Ailsa Building Contractors Ltd	Springhall Fabrics phase 1	£436,857.95	18/10/2017

Client	Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
Housing	HOD010345	Wellbeck House Sheltered Housing Complex - Replacement of Communal Heating	SLC Building Services	Replacement of Communal Heating	£196,210.66	16/10/2017
Education	EDD010199	Underbank Primary School	SLC Building Services	New Build - 5 Classroom Primary School	£4,565,000.00	27/10/2017
Education	EDD008646.001	Spittal Primary School - Demolition	Damada Group	Demolition	£85,523.00	01/11/2017
Housing	HOD010330	Westmuir Place, Rutherglen	Ailsa Building Contractors Ltd	External Fabric Upgrade	£252,915.47	01/11/2017
Housing	HOD010545	Raeburn Crescent, Hamilton - External Fabric Upgrade	SLC Building Services	External Fabric Upgrade	£447,513.19	24/11/2017
Various	No Project Ref	Maintenance of Pool Plant Installations - Extension of Contract	CMM Pools Ltd	Maintenance of Pool Plant Installation - Contract Extension to 31 March 2020	£130,000.00	15/11/2017
Various	No Project Ref	Maintenance of Stage Production Systems - Extension of Contract	Northern Light & Stage Technical Services Ltd	Maintenance of Stage Production Systems - Contract Extension to 31 March 2020	£300,000.00	15/11/2017

Client	Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
Housing	HOD010246	Heatheryknowe New Build Housing - Associated Works	SLC Building Services	Grounds-work	£1,856,697.97	13/12/2017
Housing	HOD010423.002	Conservation Windows and Doors - PVCu Phase	SLC Building Services	PVCu windows and various types of external doors	£333,951.20	22/01/2018
Housing	HOD010369 HOD010593.001 HOD010597 HOD010598	Close Lighting/Painting	Bell Decorating Group Ltd	Close lighting/painting at Fairholm St., Braeside Pl., Kyle Sq. & Howieshill Rd.	£54,205.83	08/01/2018
Housing	HOD010516	South Vennel New Build Housing - Advanced Works	SLC Building Services	Grounds-work	£1,568,659.70	22/01/2018
Housing	HOD010146	Fairhill Area Environmental Improvements	Procast Building Contractors Ltd	Environmental Improvements	£161,518.44	10/01/2018

Appendix B

Contracts Awarded (Procurement Team) 1 September 2017 – 28 January 2018

Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
SLC/H&TR/13/509	Supply of Double Glazed Window Units	Strathclyde Insulating Glass	Supply of double glazed window units	£95,000	07/09/2017
SLC/H&TR/17/193	Supply Delivery and Hire of Temporary Heating Appliances	Thomsons Gas & Hire	Supply delivery and hire of temporary heating appliances	£85,713.39	25/09/2017
SLC/H&TR/17/173	Supply Delivery and Hire of Tile Hoists	Hoist and Access Services Ltd	Supply delivery and hire of tile hoists	£340,122	09/10/2017
SLC/H&TR/17/399	Air Source Heat Systems	Wm Wilson	Supply and delivery of air source heat systems	£1,590,459.2	26/10/2017
SLC/H&TR/16/565	JCT 2016 Framework for Minor Works	27 Providers over 10 Lots	Framework for the provision of contractors for the maintenance of commercial properties	£1,000,000	26/10/2017
SLC/H&TR/17/021	Supply and Installation of Various Floor Coverings	G Stewart Carpets CCG Scotland Ltd Morris & Spottiswood P Layden and Son Muirgroup Interiors Ltd City Building (Contracts) LLP Crown Flooring Ltd	Supply and installation of various floor coverings	£750,000	31/10/2017
SLC/H&TR/17/122	Supply Delivery and Hire of Secure Site Containers	Sibcas Ltd	Supply delivery and hire of secure site containers and welfare units	£1,103,221.80	09/11/2017

Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
SLC/H&TR/17/415	Mini Competition Lot 1 from Supply and Installation of Floor Coverings Framework	G Stewart	Supply and installation of wet floor systems	£50,000	23/11/2017
SLC/H&TR/17/416	Mini Competition Lot 2 from Supply and Installation of Floor Coverings Framework	P Layden & Son	Supply and installation of cushioned flooring/carpet and vinyl	£50,000	23/11/2017
SLC/H&TR/17/417	Mini Competition Lot 3 from Supply and Installation of Floor Coverings Framework	CCG Scotland Ltd	Uplift and relay carpet for central heating programme	£50,000	23/11/2017
SLC/H&TR/17/418	Mini Competition Lot 4 from Supply and Installation of Floor Coverings Framework	P Layden & Son	Supply, deliver and fit floor coverings for Housing Investment Programme kitchens and bathrooms	£50,000	23/11/2017
SLC/H&TR/14/050	JCT Framework Agreement 2011 Brickwork Blockwork and Artificial Stonework (Extension to Contract)	Lesterose Scotland Ltd	Supply and laying of brickwork blockwork and artificial stonework	£500,000	28/11/2017
SLC/H&TR/17/377	Supply of Paint Wallcoverings and Paint Sundries	Crown Paints Ltd	Supply of paint, wallcoverings and paint sundries	£850,000	22/01/2018

Appendix C

Contracts Awarded (Building Services) 1 September 2017 – 28 January 2018

Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
BSP010732.008	101-107 Almada Street Office to Flat Conversion	David H Allan (Joiners & Building Contractors) Ltd	Sub-Contract: Joinery and Decoration	£388,671.21	20/09/2017
BSP010574.009	Hallside Primary School	A&E Construction (Scotland) Limited	Sub-Contract: Sub-Contractor Designed Steel Framing System	£53,650.36	21/09/2017
BSP010574.010	Hallside Primary School	Alarmfast Supervision Security Systems Ltd	Sub-Contract: Sub-Contractor Designed Alarms Etc.	£75,765.00	19/10/2017
BSP010574.011	Hallside Primary School	P Layden & Son Ltd	Sub-Contract: Carpet & Vinyl Floor Coverings	£65,573.05	23/10/2017
BSP010574.012	Hallside Primary School	Havelock Europa Plc	Sub-Contract: Fixed Furniture	£104,825.25	23/10/2017
BSP010773.001	Underbank Primary School	Joseph Leckie & Sons (Contracts) Ltd	Sub-Contract: Groundworks	£1,157,300.90	30/10/2017

Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
BSP010773.002	Underbank Primary School	Hescott Engineering Company Limited	Sub-Contract: Structural Steelwork	£102,511.21	26/10/2017
BSP010574.016	Hallside Primary School	Cochrane & Watt Ltd	Sub-Contract: Suspended Ceilings	£65,287.38	02/11/2017
BSP010773.003	Underbank Primary School	Lesterose Scotland Ltd	Sub-Contract: Brickwork and Block-work	£235,718.46	14/11/2017
BSP010779.002	Cambuslang Gate Office Moves	Diamond Air Conditioning Ltd	Sub-Contract: Ventilation Works	£240,910.81	21/11/2017
BSP010792.003	South Vennel DWP Office Alterations	James Frew Ltd	Sub-Contract: Mechanical & Plumbing Installation	£125,892.26	01/12/2017
BSP010773.004	Underbank Primary School	Dickie & Moore Ltd	Sub-Contract: Roof Trusses and Structural Timbers	£183,909.95	05/12/2017
BSP010773.005	Underbank Primary School	Scottech Ltd	Sub-Contract: Curtain Walling, Windows & External Doors	£191,253.00	13/12/2017

Project Ref	Title	Winning Contractor	Brief Description of Work	Contract Sum	Letter of Acceptance Issued
HOD010516	South Vennel New Build Housing	Joseph Leckie & Sons (Contracts) Ltd	Sub-Contract: Excavation, Vibro-Compaction, Concrete, Drainage & Landscaping with Contractor Design	£878,093.90	10/01/2018
BSP010773.007	Underbank Primary School	Alarmfast Supervision Security	Sub-Contract: Access Control, Fire & Security	£55,588.00	10/01/2018
HOD010246	Heatheryknowe New Build Housing	Joseph Leckie & Sons Ltd	Sub-Contract: Groundworks, Excavation, Piling, Concrete, Drainage, Landscaping & Fencing	£1,269,576.80	17/01/2018

SOUTH LANARKSHIRE COUNCIL

Report

Agenda Item

16

Report to:	**Housing and Technical Resources Committee**
Date of Meeting:	**7 March 2018**
Report by:	**Executive Director (Housing and Technical Resources)**

Subject:	**Delegated Authority Report – Quarter 1 and 2 Update**

1. Purpose of Report

1.1. The purpose of the report is to:-

- advise the Committee of the transactions processed by delegated authority during the period 1 April to 30 September 2017 by Property Services

2. Recommendation(s)

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

(1) that the transactions processed by delegated authority during the period 1 April to 30 September 2017, be noted

3. Background

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

- leases of a value up to £100,000 per annum and a maximum period of 20 years
- rent reviews up to an increase of £20,000 per annum
- disposals up to a value of £200,000
- acquisitions up to a value of £100,000

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

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

4. Summary Quarters 1 and 2 – 2017/2018

4.1. The summary of transactions progressed under delegated authority during the first two quarters of 2017/2018 is detailed within Appendix 1, however, can be summarised as follows:-

Quarter 1

Total number of transactions	61
Total value of lease transactions	£548,406 per annum
Total value of capital transactions	£908,368

Quarter 2

Total number of transactions	42
Total value of lease transactions	£67,854 per annum
Total value of capital transactions	£966,037

4.2. The volume and value of the transactions is consistent with previous years.

5. Employee Implications

5.1. There are no employee implications.

6. Financial Implications

6.1. The rental income to the Council has increased as a result of the new lettings and rent reviews.

6.2. Disposals generate additional capital monies for the Council's Capital Programme.

6.3. Acquisitions are carried out in accordance with project plans and approved capital budgets.

7. Other Implications

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

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

8. Equality Impact Assessment and Consultation Arrangements

8.1. Consultation takes place with the owning Resource, Planning, Roads and Legal Services on a transaction by transaction basis as and when required.

8.2. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required.

Daniel Lowe
Executive Director (Housing and Technical Resources)

5 February 2018

Link(s) to Council Values/Ambitions/Objectives

- Accountable, effective, efficient and transparent

Previous References

- Housing and Technical Resources Committee: 9 August 2017

List of Background Papers

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

Contact for Further Information

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

Frank McCafferty, Head of Property Services
Ext: 4073 (Tel: 01698 454073)
E-mail: frank.mccafferty@southlanarkshire.gov.uk

Appendix 1

Delegated Authority Transactions Quarter 1 and 2, 2017/18

Transaction Type	Quarter 1		Quarter 2	
	No	Value	No	Value
Lease Renewal	2	£7,000	-	-
New Lease	26	£209,316	17	£23,554
Assignation	3	£240,300	1	£24,000
Rent Review	6	£91,790	1	£20,300
Total Revenue	37	£548,406	19	£67,854
Disposal	3	£80,001	13	£677,630
Compensation	-	-	-	-
Waiver/Servitude	10	£35,767	3	£11,077
Acquisition	11	£792,600	7	£277,330
Total Capital	24	£908,368	23	£966,037
Miscellaneous	-	-	-	-