

# COMMUNITY AND ENTERPRISE RESOURCES COMMITTEE

Minutes of meeting held via Confero and in the Council Chamber, Council Offices, Almada Street, Hamilton on 13 December 2022

## Chair:

Councillor Robert Brown

## Councillors Present:

Councillor John Anderson, Councillor Ralph Barker, Councillor Walter Brogan, Councillor Maureen Chalmers, Councillor Ross Clark (*substitute for Councillor Graeme Horne*), Councillor Gerry Convery, Councillor Poppy Corbett, Councillor Andrea Cowan, Councillor Margaret Cowie, Councillor Maureen Devlin (Depute), Councillor Colin Dewar, Councillor Gladys Ferguson-Miller, Councillor Ross Gowland, Councillor Cal Johnston-Dempsey, Councillor Martin Lennon, Councillor Richard Lockhart, Councillor Ian McAllan, Councillor Kenny McCreary, Councillor Lesley McDonald (*substitute for Councillor Andy Carmichael*), Councillor Davie McLachlan, Councillor Carol Nugent, Councillor David Shearer (*substitute for Councillor Hugh Macdonald*), Councillor Helen Toner, Councillor David Watson

## Councillors' Apologies:

Councillor Andy Carmichael, Councillor Joe Fagan, Councillor Graeme Horne, Councillor Hugh Macdonald

## Attending:

### Community and Enterprise Resources

D Booth, Executive Director; K Carr, Head of Facilities, Waste and Grounds Services; A Goldie, Facility Services Manager; C Park, Head of Roads, Transportation and Fleet Services; L Sprowl, Development Officer

### Finance and Corporate Resources

N Docherty, Administration Assistant; L Harvey, Finance Manager; E Maxwell, Human Resources Business Partner; P MacRae, Administration Adviser; L O'Hagan, Finance Manager (Strategy); M M Wilson, Legal Services Manager

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## 1 Declaration of Interests

No interests were declared.

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## 2 Minutes of Previous Meeting

The minutes of the meeting of the Community and Enterprise Resources Committee held on 4 October 2022 were submitted for approval as a correct record.

In response to a member's question, the Executive Director provided an update on the status of and recruitment to the posts referred to in items 7 and 8 of the minutes.

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

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## 3 Community and Enterprise Resources - Revenue Budget Monitoring 2022/2023

A joint report dated 16 November 2022 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources) was submitted comparing actual expenditure at 4 November 2022 against budgeted expenditure for 2022/2023 for Community and Enterprise Resources.

At 4 November 2022, there was an overspend of £0.056 million against the phased budget.

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

**The Committee decided:**

- (1) that the overspend on the Community and Enterprise Resources' revenue budget of £0.056 million as at 4 November 2022, as detailed in Appendix A of the report, be noted; and
- (2) that the budget virements, as detailed in appendices B to F of the report, be approved.

*[Reference: Minutes of 4 October 2022 (Paragraph 3)]*

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#### **4 Community and Enterprise Resources - Capital Budget Monitoring 2022/2023**

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A joint report dated 23 November 2022 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources) was submitted advising of progress on the Community and Enterprise Resources' Capital Programme 2022/2023 and summarising the expenditure position at 4 November 2022.

The revised capital programme for 2022/2023, as agreed at the meetings of the Executive Committee held on 2 and 30 November 2022, amounted to £48.270 million, a net decrease of £16.270 million and, at 4 November 2022, expenditure was £16.292 million.

**The Committee decided:** that the Community and Enterprise Resources' Capital Programme of £48.270 million, and expenditure to date of £16.292 million, be noted.

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

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#### **5 Community and Enterprise Resources - Workforce Monitoring – August and September 2022**

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A joint report dated 10 November 2022 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources) was submitted on the following employee information for Community and Enterprise Resources for the period August and September 2022:-

- ◆ 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 10 September 2022

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

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

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## **6 Update of the Community and Enterprise Resources' Risk Register and Risk Control Plan**

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A report dated 21 November 2022 by the Executive Director (Community and Enterprise Resources) was submitted providing an update on Community and Enterprise Resources' Risk Register and Risk Control Actions.

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 25 (low to very high). Risks were scored on their inherent risk (risk if nothing was done) and their residual risk (risk after applying controls). The risk scoring matrix was attached at Appendix 1 to the report.

The Risk Register had been developed and was monitored on an ongoing basis to add any new risks and to review the scores of existing risks. The main changes to the Community and Enterprise Resources' register were as follows:-

- ◆ the addition of the following 3 new top risks -
  - ◆ inability of the Council to support households significantly impacted by the cost of living crisis, resulting in increasing levels of poverty, debt and damage to health
  - ◆ failure to deliver the outcomes of the Community Wealth Building Strategy
  - ◆ failure to achieve the Council Plan
- ◆ rescoring of damage caused by Ash Dieback disease as a high risk and re-categorisation as an 'all service' risk due to the potential impact on other Services
- ◆ removal of the 'EU Exit' risk as this was no longer considered a significant issue for the Resource

Risks scored 15 to 25 were considered very high and risks scored 8 to 12 were considered high risks. The top risks identified for the Resource were detailed in Appendix 2 to the report.

Comparisons of risk scores for 2021 and 2022 were detailed in Appendix 3 to the report.

### **The Committee decided:**

- (1) that the current position with regard to the Community and Enterprise Resources' Risk Register be noted; and
- (2) that it be noted that any outstanding Risk Control Actions identified during the year would be progressed by relevant officers.

*[Reference: Minutes of the Executive Committee of 28 September 2021 (Paragraph 11)]*

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## **7 South Lanarkshire Draft Tourism Strategy**

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A report dated 24 November 2022 by the Executive Director (Community and Enterprise Resources) was submitted on the South Lanarkshire Draft Tourism Strategy.

As part of the 2021/2022 Revenue Budget, members had approved a sum of £3 million towards economic recovery under the heading "Get South Lanarkshire Working". Members' ambitions for the £3 million fell under the following 3 headings:-

- ◆ Social Enterprise and Business Support
- ◆ Locate in South Lanarkshire
- ◆ Tourism Co-operative and Strategy

£0.5 million of the funding had been allocated to a South Lanarkshire Tourism Strategy and the potential creation of a Tourism Co-operative body.

A Tourism Strategy and associated Action Plan, attached as Appendix 1, to the report had been drafted to take account of a rapidly changing sector at international, national and local levels. The draft Tourism Strategy had been shared with partners, stakeholders and members of the public as part of a consultation process and comments received had helped define the current document.

It was intended that the Strategy would:-

- ◆ evolve to ensure that all sectors of the South Lanarkshire tourism industry had their say in shaping the Strategy and associated Action Plan
- ◆ help the tourism sector recover, increase the value of the tourism sector and enhance the benefits of tourism across South Lanarkshire

Details were given on the various sections contained in the Strategy.

If approved, the Strategy would be published on the Council's website. Officers would continue to engage with partners and businesses to provide support and advocate the creation of a sustainable, collaborative industry body to co-ordinate actions and deliver the Strategy. It was proposed that, during the implementation stage, annual updates measuring the success of the Strategy and Action Plan would be submitted to the relevant Committee. In response to a member's question, officers advised that, where appropriate, brief updates could be submitted to Committee on a more regular basis.

Officers responded to members' questions on various aspects of the report.

**The Committee decided:** that the draft Tourism Strategy and Action Plan be approved.

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## **8 Scottish Government 5 Year Play Investment Programme**

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A report dated 21 November 2022 by the Executive Director (Community and Enterprise Resources) was submitted on work undertaken to date on the Scottish Government's 5 Year Play Area Investment Programme and proposing a strategic, place based approach to allocating funding from the programme.

The Scottish Government had launched a £60 million fund for the renewal of play parks in Scotland to allow children access to high quality outdoor play in their own communities. In 2021/2022 and 2022/2023, £10 million of funding was distributed across councils, with the Council's share totalling £594,000. The Scottish Government had now confirmed the full allocation of which South Lanarkshire would receive a total of £3.58 million up to 2025/2026.

The Scottish Government had originally intended that all play areas in Scotland would be renewed and transformed, however, this would not be achievable in terms of the proposed funding package. Due to the shortfall in funding, the Scottish Government had agreed that councils could identify their own investment priorities.

An exercise to identify potential costs of bringing all of the Council's play areas up to an appropriate standard, rather than full renewal, had identified a funding shortfall of approximately £0.620 million. It was considered that allocation of the available funding across all play areas would see minimal impact in many play areas and it was proposed that consideration be given to a more strategic place based approach to allocating specific investment that could see targeted investment in priority play areas. The initial assessment of all play areas against the appropriate standards could be used as the basis of funding in each identified locality. If adopted, this approach would be developed in collaboration with the local community and local ward members, building on consultation already undertaken and delivering local investment based on local priorities.

Given the multi year profile of the funding, a programme was proposed with focus on specific localities each year, as detailed in the report. Within the programme, there would be flexibility to bring forward or push back projects as funding and staffing resources allowed.

**The Committee decided:**

- (1) that the Scottish Government 5 Year Play Investment Programme be noted; and
- (2) that the proposed place-based, local approach be approved.

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## **9 South Lanarkshire Gift Card - Update**

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A report dated 21 November 2022 by the Executive Director (Community and Enterprise Resources) was submitted on the outcome of the 1 year trial of the South Lanarkshire Gift Card Scheme.

All local authorities in Scotland, including South Lanarkshire Council, had been asked by the Scottish Government, through Scotland's Town Partnership, to back a Scotland Loves Local Gift Card Scheme. The scheme had been designed to encourage local shopping, drive footfall to local businesses and keep spend in the local area.

At its meeting held on 7 December 2021, this Committee approved a 1 year trial of the scheme and a South Lanarkshire Gift Card was promoted through Council networks as well as through partner organisations such as the Hamilton BID. The gift cards used the existing MasterCard network and could be accepted by small independent businesses and national retailers who used that network. There was no cost to individual businesses and Scotland's Town Partnership (STP), on behalf of the Scottish Government, had a contract in place to cover the full costs of the first year.

As of 30 September 2022, 207 businesses had signed up to the South Lanarkshire scheme and the card had generated sales of £1,235. Continuation of the scheme would attract an annual cost of £11,700 and it was considered that the level of uptake did not represent value for money or an effective use of resources. Given the limited economic benefit to the area, it was proposed not to continue with the scheme.

**The Committee decided:**

- (1) that the evaluation of the South Lanarkshire Gift Card Scheme be noted; and
- (2) that the gift card programme be not progressed by the Council.

*[Reference: Minutes of 7 December 2021 (Paragraph 8)]*

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## 10 Roads Asset Management Plan – 2022 Update

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A report dated 21 November 2022 by the Executive Director (Community and Enterprise Resources) was submitted on the Roads Asset Management Plan (RAMP) 2022.

The principles of asset management had been developed, at both a national and local level, to provide a basis for associated investment decisions and to ensure that a sound understanding of investment needs was available.

The main purpose of developing the RAMP was to ensure:-

- ◆ a knowledge of the extent and condition of main asset groups
- ◆ an understanding of where gaps existed to allow consideration of how those might be addressed
- ◆ an understanding of the level of current investment on each asset group and the associated condition trend

Details were given on:-

- ◆ the Council's main roads asset groups
- ◆ the overall condition of the infrastructure
- ◆ issues for consideration in relation to roads and related infrastructure

Officers responded to members' questions on various aspects of the report.

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

*[Reference: Minutes of 7 December 2021 (Paragraph 12)]*

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## 11 Comfort Scheme Pilot, Lanark

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A report dated 21 November 2022 by the Executive Director (Community and Enterprise Resources) was submitted providing an update on the comfort scheme pilot, Lanark.

In 2013, the Council made the decision to close all public conveniences as part of the budget process. The Council had continued to make an annual contribution of £2,000 to the New Lanark Heritage site for public use of their facilities.

At its meeting on 22 January 2019, this Committee took a decision to pilot a comfort scheme initiative in Lanark from April 2019 to April 2020. As a result of the COVID pandemic, the pilot was interrupted and was extended to September 2022. The comfort scheme enabled local authorities to work in partnership with local businesses to provide access for the public to clean, safe, accessible toilets in local business premises. A small annual fee was paid to local businesses for providing this access and details of the 3 local businesses participating in the pilot were given in the report together with arrangements to publicise the scheme.

Prior to the evaluation process, Council officers visited the 3 business premises on a number of occasions when it was noted that footfall to all 3 premises was low, ranging from 0 to 4 visitors. The total cost for the pilot was £9,675 and anticipated costs for the retention of the scheme would be approximately £6,800.

Given the evaluation of the pilot scheme and the overall cost to the Council to administer and run the scheme, it was proposed that the Council did not continue the scheme. It was, however, proposed that, following positive initial discussions with Discover Lanark, those discussions be progressed to continue the scheme under their management with appropriate support from the Council. Following discussion, and having heard the Chair, it was also proposed that the Council continue to engage with local communities in support of their aspirations, which could include community led comfort schemes.

Officers responded to members' questions on various aspects of the report

**The Committee decided:**

- (1) that the evaluation of the comfort scheme pilot be noted;
- (2) that it be noted that, following the evaluation of the pilot, the Council would not continue the scheme;
- (3) that it be noted that the Council would progress discussions with Lanark Business Improvement District (BID) on the potential continuation of the scheme under their management and operation; and
- (4) that it be noted that the Council would continue to engage with local communities in support of their aspirations, which could include community led comfort schemes.

*[Reference: Minutes of 22 January 2019 (Paragraph 11)]*

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## **12 Notification of Contracts Awarded: 1 April to 30 September 2022**

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A report dated 21 November 2022 by the Executive Director (Community and Enterprise Resources) was submitted on contracts awarded by Community and Enterprise Resources in the period 1 April to 30 September 2022.

In terms of Standing Order Nos 21.8 and 22.5 of the Standing Orders on Contracts, Resources were required to notify the relevant Committee of contracts awarded. Details of the contracts awarded by Community and Enterprise Resources were provided in the appendix to the report.

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

*[Reference: Minutes of 7 December 2021 (Paragraph 16)]*

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## **13 Urgent Business**

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There were no items of urgent business.