



South Lanarkshire Council

Good Governance Action Plan

improve

Progress Report
Quarter 1 : 2016/17 - April to June

Summary - number of measures green, amber and red under each Resource

Resource	Green	Amber	Red	To be reported later	Total
Community and Enterprise Resources	10	0	0	0	10
Education Resources	3	0	0	3	6
Finance and Corporate Resources	16	0	0	3	19
Housing and Technical Resources	10	0	0	1	11
Social Work Resources	10	0	0	0	10
Total	49	0	0	7	56

How to use this performance report

This performance report is intended to be both informative and easy to use. The guide below is designed to help you get the most out of the report and to answer the most common questions you might have.

Measure Status – are we on course to achieve? The "traffic light" codes are:

- Green Achieved, or due to achieve with no issues
- Amber There may be problems or minor slippage
- Red Not on course, major slippage anticipated

Measures which are to be reported later or which are "for information only" are not colour coded

Governance Control	Action	Measures	Comments/Progress	Status
<p>Implement changes required by the Welfare Reform Act 2012 and subsequent regulations with a specific focus on the financial impact on the introduction of Universal Credit</p>	Promote partnership working for financial inclusion and the development of South Lanarkshire's Credit Unions	Develop and support the financial inclusion network linked to preparation for welfare reform	<p>The Financial Inclusion Network continues to enable partnership approaches to the key priorities of fuel poverty; food poverty; money worries; tackling stigma and building awareness of poverty; and digital inclusion.</p> <p>Quarterly networking events take place with good attendance, bringing the various sub groups together and others to enable work to take place across the priorities/themes.</p>	Green
	Job brokerage initiative delivered to provide critical support for unemployed people living in South Lanarkshire	Contract monitored to ensure delivery of key elements and outcomes for employability services as specified by the council by March 2017	Range of programmes, including new European funded activity, agreed internally and with Scottish Government. Programmes now in place and on target.	Green
	Deliver 'Opportunities for All' programme to support young people into jobs, education and training	Youth Employment Action Plan (YEAP) delivered within agreed timescales providing services to MCMC young people	Over 1,000 young people have been engaged on the 'South Lanarkshire Works 4 U' programme (as at 31st August 2016).	Green
		16+ Learning Choices programme continued to be delivered in all secondary schools	16+ Learning Choices information is made available through designated Depute Head Teachers in schools for all senior phase young people, supporting them into a positive transition post school.	Green
		Initiatives and projects developed and delivered, based on available Scottish Government and partnership resources, to support the most vulnerable young people leaving school and beyond as per agreed partnership plan	The new Aspire key work service will ensure young people are supported from prior to their school leaving date, right through until they have left school, with assistance to access the options and choices available to them. Aspire is designed to ensure a positive transition.	Green
Develop and progress as appropriate new employability services focused on priority client groups resourced by EU and council resources	Continue the delivery of innovative employability services, including European Strategic Skills pipeline funding to be procured, contracts issued and delivered by end 2016-17	Have now secured Scottish Government approval for new European funded employability programme.	Green	

Community and Enterprise Resources

Governance Control	Action	Measures	Comments/Progress	Status
Implement changes required by the Welfare Reform Act 2012 and subsequent regulations with a specific focus on the financial impact on the introduction of Universal Credit	Promote partnership working for financial inclusion and the development of South Lanarkshire's Credit Unions	Develop and support the financial inclusion network linked to preparation for welfare reform	<p>We continue to support the Financial Inclusion Network with a membership drawn from around 40 local and national organisations.</p> <p>This includes supporting five working groups focussing on partnership approaches to: tackling fuel poverty; sustainable solutions to food poverty; ensuring easy access to money/welfare/financial capability support for those in greatest need; improving digital access; and raising the awareness of poverty and tackling stigma.</p>	Green
	Job brokerage initiative delivered to provide critical support for unemployed people living in South Lanarkshire	Contract monitored to ensure delivery of key elements and outcomes for employability services as specified by the council by March 2017	Range of programmes, including new European funded activity, being agreed internally and with the Scottish Government.	Green
	Deliver 'Opportunities for All' programme to support young people into jobs, education and training	Youth Employment Action Plan (YEAP) delivered within agreed timescales providing services to MCMC young people	The 2016-2017 iteration of the Youth Employment Action Plan is in place and has been provided for upload to the Employability in Scotland website. Local secondary schools and partners have been provided with copies to allow them to assist clients access SLW4U opportunities. This will be updated quarterly.	Green
		16+ Learning Choices programme continued to be delivered in all secondary schools	16+ Learning Choices information is made available through designated Depute Head Teachers (DHTs) in schools for all senior phase young people to support young people into a positive transition post school.	Green
		Initiatives and projects developed and delivered, based on available Scottish Government and partnership resources, to support the most vulnerable young people leaving school and beyond as per agreed partnership plan	The new Aspire key work service will ensure young people are supported from prior to their school leaving date, right through until they have left school, with assistance to access the options and choices available to them and designed to ensure a positive transition.	Green

Community and Enterprise Resources

Governance Control	Action	Measures	Comments/Progress	Status
	Develop and progress as appropriate new employability services focused on priority client groups resourced by EU and council resources	Continue the delivery of innovative employability services, including European Strategic Skills pipeline funding to be procured, contracts issued and delivered by end 2016-17	Discussions ongoing with the Scottish Government regarding the new European funded programme.	Green
Implement all actions in Information Governance Action Plan 2016-17 and implement and monitor progress of the council's Record Management Plan	Promote high standards of Information Governance	Information governance self assessment audit checklist to be completed annually and all relevant actions to be implemented	Annual Information Governance self assessment audit checklist reviewed and updated. Six actions remain outstanding and are being progressed via IT strategy group representatives.	Green
Progress the design, procurement and successful delivery of the council's waste management contracts to meet the requirements of the Waste (Scotland) Regulations 2012	Introduce new waste management initiatives to reduce waste and increase recycling	Procurement of long term waste treatment contract progressed, with procurement timetable milestones met for mobilisation and contract start date	<p>The procurement process for the long term waste treatment contract is still on track with the contract awarded and arrangements made to have the contract signed.</p> <p>The Waste Steering Group is working to a timetable that will see the new contract start as planned by April 2017.</p>	Green

Community and Enterprise Resources

Governance Control	Action	Measures	Comments/Progress	Status
Progress the design, procurement, monitoring and successful delivery of the council's projects under the City Deal initiative	Support the Clyde Valley City Deal infrastructure development programme	Subject to the completion of the relevant assurance processes, progress and deliver the three major road infrastructure projects (i.e. Cathkin, Greenhills Road, and Stewartfield Way) in line with agreed programme/profiling	<p>Cathkin Relief Road – contract was awarded on 19 January 2016. All planning conditions have been met. Site works commenced on 4 April 2016. The programme is still expected to be completed in November 2016 and is subject to continual review.</p> <p>Greenhills Road/Strathaven Road outline business case has been prepared and scheduled for consideration by the Cabinet in August. Design works are progressing now that funding has been approved. Land negotiations have commenced and discussions with owners are ongoing. Approval to proceed with the Compulsory Purchase Order was granted by the Executive Committee in June 2016. The second phase of the ground investigation is programmed for August 2016.</p> <p>Stewartfield Way strategic business case has been approved. Design works are progressing now that funding has been approved. Discussions have recommenced with the golf course, and options have been drafted for consultation. Initial local traffic modelling (Nerston area only) report is complete and shows that the flyover and associated improvement works to the existing roundabouts are preferred option. Design of geometry is progressing on the dualling and flyover sections. The programme for this project is being reviewed.</p>	Green
		Provide corporate oversight of City Deal infrastructure, business innovation and skills and employment programmes, with specific responsibility for progressing business case approvals for Roads and Community Growth Area projects	<p>Attendance at Lead Officer Group ongoing with support provided to the Chief Executive's Group and Cabinet as necessary.</p> <p>Business case development ongoing for each project.</p>	Green

Education Resources

Governance Control	Action	Measures	Comments/Progress	Status
Continue to implement duties of the Children and Young People (Scotland) Act 2014	Ensure outcomes of consultation to meet the requirements outlined in The Children and Young People (Scotland) Act 2014 are reflected in service developments	Report to Education Resources Committee to outline proposed future flexible service delivery by the end of April 2016	Report presented to Education Resources Committee on 19 April 2016 noting progress to date and outlining future actions.	Green
		Lead a range of consultation events to evaluate current uptake and impact on learning of 600 hours Early Learning and Childcare provision, identify gaps in flexible provision and plan for future implementation	Consultation concluded in June 2016. Currently being analysed. Outcomes will impact on future action.	Green
	Ensure the implementation of the GIRFEC improvement plan to promote awareness of, and compliance with, the legislative requirements of the Children and Young People (Scotland) Act 2014	Develop and implement the structures required to inaugurate the Named Person Service within Education Resources	Awaiting further clarification from the Scottish Government following the Supreme Court judgement issued on 28 July 2016.	Report Later
		Train and equip school staff with skills necessary to use the Wellbeing application within SEEMIS	Taking into account the timescale for the implementation of the Children and Young People Act, as advised by the Scottish Government, this will be re-evaluated.	Report Later
		Train and equip school staff to use the Child's Plan as part of a response to Wellbeing needs	Awaiting further clarification from the Scottish Government following the Supreme Court judgement issued on 28 July 2016.	Report Later
Implement all actions in Information Governance Action Plan 2016-17 and implement and monitor progress of the council's Record Management Plan	Promote high standards of Information Governance	Information governance self assessment audit checklist to be completed annually and all relevant actions to be implemented	Annual Checklist to be issued to all schools referencing Information Governance to raise awareness and compliance.	Green

Finance and Corporate Resources

Governance Control	Action	Measures	Comments/Progress	Status
Develop and implement the council's financial strategy in the context of local government economic and budgetary control, including preventative and collaborative spend and raise awareness of overall potential impact	Implement efficient Government policy and action plan	Prepare an annual Efficient Government Statement by due date showing levels of efficiencies achieved	Efficiency Statement for 2015-16 will be presented to the Executive Committee in September 2016.	Green
	Prepare and set Revenue budget and declare Council Tax by statutory date. Ensure link with budget and service planning	Declare council tax and obtain council approval of budget by February	Declaration of Council Tax will be reported at a later date.	Report Later
Identify, implement and maximise council wide efficiency reviews	Undertake savings exercise and continue delivery of Service Review programme	Identify and gain approval for savings for 2017-18 budget	To be reported later at Quarter 4.	Report Later
		Delivery of savings 2017-18	A paper will be taken to a member seminar in November 2016 to consider savings for 2017-18.	Green
Undertake a review of Governance Assessment Arrangements in line with expected CIPFA guidance and EU Directive on Audit Committees and develop training materials as appropriate	Ensure that high standards of governance are being exercised	Undertake a review of Governance Assessment Arrangements in line with best practice	To be reported later at Quarter 4.	Report Later
Implement changes required by the Welfare Reform Act 2012 and subsequent regulations with a specific focus on the financial impact on the introduction of Universal Credit	Prepare and implement appropriate financial strategies taking account of economic conditions and local government settlements	Manage the implementation of Welfare Reform throughout the council, including leading the council's Welfare Reform Monitoring Group	The management of the Welfare Reform agenda is an ongoing cross-Resource process, with regular updates provided to the Executive Committee. The latest update was presented in June 2016.	Green
Implement all actions in Information Governance Action Plan 2016-17 and implement and monitor progress of the council's Record Management Plan	Promote high standards of Information Governance	Information governance self assessment audit checklist to be completed annually and all relevant actions to be implemented	The Information Governance self assessment audit checklist is completed at the end of the calendar year and thereafter an action plan is developed arising from the returns. These have been completed for all Resources for 2015 and the resulting action plan is being implemented. The action plan is being monitored by the Information Governance Board. Preparations for the 2016 audit checklist return will commence in the autumn.	Green

Finance and Corporate Resources

Governance Control	Action	Measures	Comments/Progress	Status
		Take forward a programme of improvement actions in support of the Information Strategy, Records Management Plan and Internal Audit Plan	This performance measure is ongoing and is monitored by the Information Governance Board. Good progress is being made in actions arising from the Information Strategy and Internal Audit Plan. Once the Records Management Plan is submitted to the Keeper of the Records, a further improvement plan will be developed.	Green
		Develop South Lanarkshire Council's Records Management Plan for submission to the Keeper of the Records	The Records Management Plan is being steadily progressed. Meetings have taken place with Resource representatives to prepare evidence to support the Plan. A liaison meeting has also taken place with the National Records of Scotland. A report will be submitted to the Corporate Management Team for approval of the plan in the autumn.	Green
		Support the continued learning and development of our employees in the area of information governance	A series of Learn On Line courses has been created to support the continued learning and development of SLC employees on the subject of information governance. Courses are being reviewed to ensure that the content is up to date. New courses are being planned for guidance on conducting Privacy Impact Assessments.	Green
		Continue to strengthen the good information governance culture in the council through the continued programme of communication to promote the themes of the Information Strategy, Information Security and Records Management Plan	A series of employee communications has been issued over the past two years and this is to be continued. Topics are chosen and developed by the Information Governance Board.	Green
Implement the new Service Level Agreements and Memorandum of Understandings between the council and third parties, including ALEOs and the Integration Joint Board	Ensure that high standards of governance are being exercised	Undertake a review of existing Service Level Agreements and Memorandum of Understandings	Memorandum of Understanding between South Lanarkshire Council and South Lanarkshire Leisure & Culture signed and is being implemented. Service Level Agreement (SLA) templates have been reviewed and updated. Negotiations ongoing on SLAs with Integration Joint Board.	Green

Finance and Corporate Resources

Governance Control	Action	Measures	Comments/Progress	Status
Progress the design, procurement, monitoring and successful delivery of the council's projects under the City Deal initiative	Deliver a core finance function that meets the requirements of the council and external stakeholders	Participants in financial monitoring and stewardship of Glasgow City Region City Deal Project	The financial monitoring of the council's City Deal Projects is part of the council's capital budget monitoring process, and takes place on a four weekly basis. This is in addition to the external progress/monitoring submissions made to the Project Management Office at Glasgow City Council.	Green
Implement and monitor new Risk Management Strategy	Ensure that high standards of governance are being exercised	Achieve full compliance with the requirements of the Risk Management Strategy	There has been an overall improvement in compliance of 1.12 per cent since 2014-15. All Resources have scored 36 out of 36. This is the first year that full compliance has been achieved.	Green
Prepare for the implementation of the Community Empowerment (Scotland) Act 2015 and subsequent Regulations	Work with partners to enhance community planning and service delivery	Undertake work to develop the first South Lanarkshire Outcomes Improvement Plan	On 2 March 2016, the South Lanarkshire Partnership Board accepted an offer of support to develop the Local Outcomes Improvement Plan (LOIP) from the Improvement Service, National Services Scotland, and NHS Health Scotland. On 30 June 2016, a further report outlining the first actions for the development of the LOIP was presented to the Partnership Board.	Green
		Develop actions to meet the requirements of the Community Empowerment Act	The council co-ordinated a consultation response to the Scottish Government on the draft guidance and regulations for Community Planning. A report on the changes to Partnership Arrangements as a result of the Act was presented to the South Lanarkshire Partnership Board on 30 June 2016.	Green
Continue to make preparations for elections in 2016-17 and new council in 2017	Support the democratic functions of the council	Manage election and referendum processes as required and in accordance with the requirements of the Electoral Commission	We successfully delivered the Scottish Parliamentary Election on 5 May 2016 and the European Union Referendum on 23 June 2016.	Green
	Support and facilitate open and transparent governance and decision making arrangements	Carry out an "end of council term" survey to assist with preparations for the new council in 2017	Consultation/Survey will be drafted and issued in the next quarter, taking account of information from previous surveys, and will help inform arrangements for the new council in 2017.	Green
Progress the development of a new Council Plan due to be in place by 2017	Communicate our vision, values and policies	Continue to promote key strategic plans and strategies	Work is underway in preparing the new Council Plan Connect 2017-22, with the Corporate Management Team, Heads of Service and Resource Management Teams.	Green

Housing and Technical Resources

Governance Control	Action	Measures	Comments/Progress	Status
Develop and implement the council's financial strategy in the context of local government economic and budgetary control, including preventative and collaborative spend and raise awareness of overall potential impact	Ensure effective management of all Resource budgets and Business Plans	Financial reports to RMT and HTR committee on Resource financial position are produced within the agreed timescales	Financial position to be reported to the Housing and Technical Resources Committee on 12 October 2016.	Green
		Overall budgetary target achieved by March 2017	Progress will be updated at Quarter 3 upon completion of probable outturns.	Green
		Delivery of targeted agreed efficiency savings	Savings proposals approved by the Resource Management Team and submitted to Finance and Corporate Resources. Awaiting member approval.	Green
Identify, implement and maximise council wide efficiency reviews	Commence/complete Efficiency/Service reviews within the Resource	Building Services and Design	Review progressing. Information gathering has been concluded and draft report will be prepared by December 2016.	Green
		Estates Services	Review progressing, initial meeting has taken place.	Green
		Factoring Services	Review progressing, initial briefing meeting has taken place.	Green
	Develop 2016-17 service savings prioritisation proposals	Future years' savings proposals to be developed and presented to the Resource Management Team – August 2016	Savings proposals are being developed and are on schedule to report to the Resource Management Team in August 2016.	Green
Implement changes required by the Welfare Reform Act 2012 and subsequent regulations with a specific focus on the financial impact on the introduction of Universal Credit	Continue to revise systems procedures and approach to reflect emerging requirements of the welfare reform programme	Implement action plan on welfare reform	Routine meetings taking place to monitor progress.	Green
		Report on progress to committee throughout 2016-17	Reports being presented to Committee	Green
Continue to implement duties of the Children and Young People (Scotland) Act 2014	Ensure effective contribution to GIRFEC Partnership	Ensure appropriate service provision for homeless children and report annually as part of the Children's Services Plan 2012-2018	Progress on service provisions reflected in report as part of Children's Services Plan	Green
Implement all actions in Information Governance Action Plan 2016-17 and implement and monitor progress of the council's Record Management Plan	Promote high standards of Information Governance	Information governance self assessment audit checklist to be completed annually and all relevant actions to be implemented	To be reported later.	Report Later

Social Work Resources

Governance Control	Action	Measures	Comments/Progress	Status
Implement Strategic Commissioning Plan, Risk Management Strategy and directions required by the Integration Joint Board on Health and Social Care Integration	In Partnership with NHS Lanarkshire, support the development and implementation of integration arrangements for adult health and social care services	Develop and implement a workforce development strategy to support the implementation of health and social care	Social Work Resources is in the process of developing its Workforce Development Plan. Planning sessions have commenced in order to take this work forward. This will dovetail with the Health and Social Care workforce planning.	Green
		Develop and implement a locality planning approach to support the implementation of the Strategic Commissioning Plan	All four Locality Planning Groups have been established and have now met on several occasions. Each of the four groups is chaired by a voting member of the Integration Joint Board and led from a planning and development perspective by an identified locality lead. Work will now be undertaken to develop full locality strategic needs profiles, which will, in tandem with the Strategic Commissioning Plan, set the agenda for each of the localities.	Green
		Develop an implementation plan to monitor the impact of the Strategic Commissioning Plan	The Implementation Plan has been drafted and will be presented to the Performance and Audit Sub Committee in August, 2016 and thereafter to the Integration Joint Board. An associated Performance Reporting Framework will support the measuring of progress in relation to the higher level actions and measures within the Implementation Plan.	Green
Implement the Self-Directed Support Strategy and actions arising from the 2013 Act through the development and finalisation of the support plan and appropriate resource allocation system	Implement the requirements of the Self-Directed Support Act	Carers module is developed and tested in line with the duties stipulated within the Carers (Scotland) Act 2016	The Carers Module prototype is being developed against the new duties placed upon local authorities through the Carers (Scotland) Act 2016. Statutory guidance and regulations are awaited. Once finalised, testing will take place operationally.	Green
		Support planning module is further tested before full implementation in 2016	The Self-Directed Support Outcomes Support Plan has been revised based on feedback from staff involved in the initial testing phase. Staff training is due to begin in the autumn with a view to the Support Plan becoming fully operational.	Green
		Develop a reporting system to capture a range of Self-directed Support activity	The revised social care return will now capture all of South Lanarkshire's data including the four funding options chosen by service-users and carers: Option 1: Direct Payment Option 2: Individual Service Fund Option 3: Council Arranged Services Option 4: A mixture of the above	Green

Social Work Resources

Governance Control	Action	Measures	Comments/Progress	Status
	Implement Self-Directed Support for Children in need	Report on phase 2 of Self-Directed support for children to the Child and Family Management Team	The Child and Family Management Team continue to be kept informed of ongoing developments regarding the Resource Allocation System (RAS), Resource Allocation Group (RAG), Pre-RAG, Co-Produced Child's Plan, I.T. developments and Young Carer/Carer Support Plan.	Green
Continue to implement duties of the Children and Young People (Scotland) Act 2014	Continue to implement GIRFEC approach	Report on the progress of the implementation of GIRFEC in relation to the Children and Young People (Scotland) Act, to the Child and Family Management Team and the Executive Board	Progress on the implementation of GIRFEC in accordance with the new legislation is reported to the Getting it Right for Every Child Children's Partnership Board. A report will be provided to the August Board by the Lead Officer who is based in Education Resources.	Green
Implement all actions in Information Governance Action Plan 2016-17 and implement and monitor progress of the council's Record Management Plan	Promote high standards of Information Governance	Information governance self assessment audit checklist to be completed annually and all relevant actions to be implemented	Good Governance activity has been completed and all Social Work activity has been captured in the Annual Governance Statement for 2015/16 which was reported to CMT May 2016.	Green
Review Resource Contingency Plans, Business Continuity Plans and action plan	Review annually Resource and Service Plans in relation to Business Continuity	Provide an annual report to the Health and Care Management Team	<p>Resilience and business continuity arrangements continue to be reviewed on an annual basis both in terms of the council's category responder status to which Social Work Resources contributes to and also as a key provider of services to vulnerable people.</p> <p>Registered services are required to plan for potential service disruption in a range of scenarios.</p> <p>This is also under review as part of the integrated Health and Care Partnership arrangements.</p>	Green