



Council Offices, Almada Street  
Hamilton, ML3 0AA

Tuesday, 21 January 2020

Dear Councillor

## **Executive Committee**

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

**Date: Wednesday, 29 January 2020**

**Time: 11:30**

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

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

Yours sincerely

**Cleland Sneddon**  
**Chief Executive**

### **Members**

John Ross (Chair/ex officio), Maureen Chalmers (Depute Chair), Alex Allison, John Anderson, John Bradley, Robert Brown, Jackie Burns, Stephanie Callaghan, Gerry Convery, Margaret Cooper, Peter Craig, Maureen Devlin, Isobel Dorman, Joe Fagan, Allan Falconer, Lynsey Hamilton, Ann Le Blond, Eileen Logan, Katy Loudon, Joe Lowe, Monique McAdams, Kenny McCreary, Colin McGavigan, Jim McGuigan, Gladys Miller, Richard Nelson, David Shearer, Josh Wilson

### **Substitutes**

Andy Carmichael, Poppy Corbett, George Greenshields, Graeme Horne, Mark Horsham, Martin Grant Hose, Richard Lockhart, Hugh Macdonald, Catherine McClymont, Mark McGeever, Lynne Nailon, Graham Scott, Collette Stevenson, Margaret B Walker, David Watson

## BUSINESS

### 1 Declaration of Interests

- 2 **Minutes of Previous Meeting** 5 - 10  
Minutes of the meeting of the Executive Committee held on 4 December 2019 submitted for approval as a correct record. (Copy attached)

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#### Monitoring Item(s)

- 3 **Capital Budget 2019/2020 and Monitoring for Period 9 - 1 April to 6 December 2019** 11 - 18  
Report dated 8 January 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 4 **Revenue Budget Monitoring for Period 9 - 1 April to 6 December 2019 and Probable Outturn** 19 - 32  
Report dated 6 January 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 5 **Additional Funding from the Scottish Government and Other External Sources** 33 - 36  
Report dated 9 January 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached)

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#### Item(s) for Decision

- 6 **Syrian Refugee Resettlement Programme** 37 - 64  
Joint report dated 9 January 2020 by the Executive Directors (Housing and Technical Resources), (Education Resources) and (Finance and Corporate Resources). (Copy attached)
- 7 **Land and Property Transfers and Disposals** 65 - 68  
Report dated 29 January 2020 by the Executive Director (Housing and Technical Resources). (Copy attached)
- 8 **Outcome of the Statutory Consultation on the Proposal to Change the Catchment Areas of Newfield and Stonehouse Primary Schools** 69 - 74  
Report dated 7 January 2020 by the Executive Director (Education Resources). (Copy attached)
- 9 **Recommendations Referred from Education Resources Committee** 75 - 78  
Report dated 9 January 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached)

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#### Item(s) for Noting

- 10 **Hamilton and Rutherglen Care at Home Services** 79 - 86  
Report dated 10 January 2020 by the Director, Health and Social Care. (Copy attached)
- 11 **Pension Scheme Membership** 87 - 92  
Report dated 10 December 2020 by the Executive Director (Finance and Corporate Resources). (Copy attached)

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#### Urgent Business

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## **12 Urgent Business**

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

### ***For further information, please contact:-***

Clerk Name: Gordon Bow

Clerk Telephone: 01698 454719

Clerk Email: [gordon.bow@southlanarkshire.gov.uk](mailto:gordon.bow@southlanarkshire.gov.uk)



## EXECUTIVE COMMITTEE

2

Minutes of meeting held in the Council Chamber, Council Offices, Almada Street, Hamilton on 4 December 2019

### **Chair:**

Councillor John Ross (ex officio)

### **Councillors Present:**

Councillor Alex Allison, Councillor John Anderson, Councillor John Bradley, Councillor Robert Brown, Councillor Stephanie Callaghan, Councillor Maureen Chalmers (Depute), Councillor Gerry Convery, Councillor Peter Craig, Councillor Maureen Devlin, Councillor Isobel Dorman, Councillor Joe Fagan, Councillor Allan Falconer, Councillor Lynsey Hamilton, Councillor Martin Grant Hose (*substitute for Councillor Colin McGavigan*), Councillor Ann Le Blond, Councillor Eileen Logan, Councillor Katy Loudon, Councillor Joe Lowe, Councillor Kenny McCreary, Councillor Jim McGuigan, Councillor Gladys Miller, Councillor Richard Nelson, Councillor David Shearer, Councillor Margaret B Walker (*substitute for Councillor Monique McAdams*), Councillor Josh Wilson

### **Councillors' Apologies:**

Councillor Jackie Burns, Councillor Margaret Cooper, Councillor Monique McAdams, Councillor Colin McGavigan

### **Attending:**

#### **Community and Enterprise Resources**

M McGlynn, Executive Director

#### **Education Resources**

T McDaid, Executive Director

#### **Finance and Corporate Resources**

P Manning, Executive Director; G Bow, Administration Manager; J Burke, Administration Assistant; G McCann, Head of Administration and Legal Services; K McVeigh, Head of Personnel Services

#### **Housing and Technical Resources**

D Lowe, Executive Director; A Finnan, Head of Housing Services

#### **Social Work Resources/Health and Social Care**

L Purdie, Head of Children and Justice Services

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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 Executive Committee held on 8 November 2019 were submitted for approval as a correct record.

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

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## **3 Capital Budget Monitoring for Period 6 – 1 April to 11 October 2019**

A report dated 30 October 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the physical and financial progress at 11 October 2019 on the various capital programmes.

The General Fund Capital Programme totalled £76.804 million and the Housing Capital Programme £61.835 million. The General Fund Programme had been revised to reflect a number of adjustments to the programme, resulting in a net decrease of £3.765 million. Those proposed adjustments were detailed in Appendix 2 to the report.

At 11 October 2019, £27.305 million had been spent on the General Fund Capital Programme and £21.967 million on the Housing Capital Programme.

**The Committee decided:**

- (1) that the position of the various capital programmes for 2019/2020, as detailed in the report, be noted; and
- (2) that the proposed adjustments to the General Fund Programme, as detailed in Appendix 2 to the report, be approved.

*[Reference: Minutes of 6 November 2019 (Paragraph 3)]*

*Councillor Callaghan entered the meeting during this item of business*

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#### **4 Revenue Budget Monitoring for Period 6 – 1 April to 11 October 2019**

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A report dated 21 October 2019 by the Executive Director (Finance and Corporate Resources) was submitted comparing actual expenditure against budgeted expenditure for the period ending 11 October 2019.

The figures included an underspend of £6.643 million on the General Fund Revenue Account and a breakeven position on the Housing Revenue Account.

The main factors contributing to the underspend on the General Fund Revenue Account were detailed in the report.

Additional information was provided on:-

- ◆ net overspends in both Community and Enterprise and Social Work Resources
- ◆ loan charges
- ◆ auto enrolment into the pension scheme
- ◆ corporate items and the use of corporate items in the 2020/2021 budget strategy
- ◆ Education Resources and the Pupil Equity Fund
- ◆ Council Tax income
- ◆ 2019/2020 forecast outturn summary
- ◆ other funding

**The Committee decided:**

- (1) that the underspend of £6.643 million on the General Fund Revenue Account at 11 October 2019 and the forecast to 31 March 2020 of an underspend of £9.640 million be noted;
- (2) that the breakeven position on the Housing Revenue Account at 11 October 2019 and forecast to 31 March 2020 of a breakeven position be noted; and
- (3) that a report on South Lanarkshire Council's pension membership be submitted to the next meeting of this Committee.

*[Reference: Minutes of 6 November 2019 (Paragraph 4)]*

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## **5 Additional Funding from the Scottish Government and Other External Sources**

A report dated 22 October 2019 by the Executive Director (Finance and Corporate Resources) was submitted on additional revenue funding totalling £0.622 million made available from the Scottish Government over 2 years in respect of Ultra Low Emission Heavy Goods Vehicles and Distress Brief Intervention Programme Funding.

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

*[Reference: Minutes of 6 November 2019 (Paragraph 5)]*

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## **6 Employee Workforce Monitoring Information – April to September 2019 Summary**

A report dated 25 October 2019 by the Executive Director (Finance and Corporate Resources) was submitted on workforce monitoring information relating to the Council for the period April to September 2019 as follows:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances, Dignity at Work and mediation cases
- ◆ employee development
- ◆ labour turnover/analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ staffing watch as at 14 September 2019

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

*[Reference: Minutes of 19 December 2018 (Paragraph 7)]*

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## **7 Revenue Budget Strategy 2020/2021 and Savings Proposals**

A report dated 15 November 2019 by the Executive Director (Finance and Corporate Resources) was submitted providing an update on the 2020/2021 Revenue Budget Strategy and a prioritised package of savings required in preparation of the 2020/2021 budget.

At its meeting on 26 June 2019, the Committee had approved the Revenue Budget Strategy for 2020/2021. Based on various assumptions, an initial budget gap of £41.551 million had been identified.

A number of corporate solutions totalling £26.000 million had been identified which reduced the budget gap to £15.551 million.

In 2019/2020, the Council had approved a 3% increase to all Council Tax bands. If a similar increase was applied in 2020/2021, this could generate £3.900 million, resulting in a revised savings requirement of £11.651 million. A final decision on the level of Council Tax for 2020/2021 could be taken following receipt of the Council's Government Grant settlement for 2020/2021.

An update on the strategy assumptions was detailed in the report. As a result of those assumptions, a revised savings requirement of £13.651 million had been identified. The assumptions included increases in the savings requirement totalling £3.300 million in the areas of auto enrolment and Children and Families Services offset, in part, by additional corporate solutions totalling £1.300 million in the areas of additional Council Tax collection and Teachers' Pay.

A package of savings totalling £10.006 million had been developed and was detailed in the appendix to the report. The savings had been broken down into the following categories:-

♦ savings previously approved	£0.478 million
♦ efficiency and outturn	£6.597 million
♦ charging	£0.578 million
♦ service impact	£1.253 million
♦ service impact (Integration Joint Board approval)	£1.100 million

The gap between the savings requirement and the savings package was £3.645 million and it was proposed that the gap be funded on a one-off basis from Council Reserves.

The proposed savings relating to the Integration Joint Board (IJB), totalling £1.100 million, were subject to the outcome of service reviews. Those savings proposals would be submitted to the IJB on 3 December 2019 for approval, subject to the outcome of those reviews.

Contained in the 2020/2021 savings proposals, were a number of savings and corporate solutions which were of a temporary nature. In future years, the Council would require to include additional resources within the revenue budget to address this.

An updated position would be submitted to this Committee following confirmation of the Council's final grant figures from the Scottish Government.

**The Committee decided:** that consideration of the report be continued to the next meeting of this Committee.

*[Reference: Minutes of 26 June 2019 (Paragraph 6)]*

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## **8 Land and Property Transfers and Disposals**

A report dated 4 December 2019 by the Executive Director (Housing and Technical Resources) was submitted on recommendations to declare certain areas of land surplus to operational requirements.

The recommendations had been made in terms of agreed procedures for dealing with surplus land and property.

**The Committee decided:** that the area of land, detailed in Appendix A to the report, be transferred between Community and Enterprise Resources and Education Resources.

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## **9 Recommendations Referred from Community and Enterprise Resources Committee**

A report dated 21 November 2019 by the Executive Director (Finance and Corporate Resources) was submitted on recommendations referred to this Committee by the Community and Enterprise Resources Committee of 12 November 2019.



The recommendation of the Community and Enterprise Resources Committee was as follows:-

- ◆ that the Council's Good Food Strategy for the period 2020 to 2025 be approved.

**The Committee decided:** that the recommendation referred by the Community and Enterprise Resources Committee in relation to the Council's Good Food Strategy 2020 to 2025 be approved.

*[Reference: Minutes of Community and Enterprise Resources Committee of 12 November 2019 (Paragraph 7)]*

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## 10 Family Leave Guidance for Elected Members

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A report dated 13 November 2019 by the Executive Director (Finance and Corporate Resources) was submitted on new guidance which had been issued by COSLA on elected members' family leave.

Currently, there was no family leave provision of any kind for anyone who was elected to public office, including councillors. The lack of family leave was considered a barrier which might discourage people from standing for election or prevent existing councillors who wanted to start a family from remaining in office.

The new guidance, which was attached as an appendix to the report, proposed:-

- ◆ maternity leave of up to 6 months commencing from 28 days before the due date
- ◆ a maximum of 2 weeks' paternity leave for the biological father or nominated carer of their partner/spouse
- ◆ shared parental leave arrangements to replicate any obtained by the councillor through their employer
- ◆ where both parents were councillors, up to a maximum of 26 weeks' leave might be shared between them
- ◆ up to 6 months' adoption leave from the date of placement
- ◆ councillors on maternity, shared parental or adoption leave must attend one Council/Committee meeting within a 6-month period unless the Council had agreed to an extended leave of absence prior to the expiry of the 6 month period
- ◆ a minimum of 28 days' notice to be provided to take leave
- ◆ all councillors would continue to receive their basic allowance in full during the leave periods
- ◆ where possible, all Councillors would continue to receive payment of their Special Responsibility Allowance whilst on maternity, paternity or adoption leave

The Guidance had been endorsed at the COSLA leaders' meeting for circulation to Scottish Councils for adoption on a voluntary basis.

**The Committee decided:** that the new Elected Member Family Leave Guidance, produced by COSLA, be endorsed and referred to the ordinary meeting of South Lanarkshire Council on 26 February 2020 for formal approval and implementation.

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## **11 South Lanarkshire Local Housing Strategy Annual Review 2018/2019**

A report dated 15 November 2019 by the Executive Director (Housing and Technical Resources) was submitted on the progress achieved in delivering the agreed outcomes set out in the Local Housing Strategy (LHS) 2017 to 2022.

A summary of significant changes, which had taken place both nationally and locally since the last review of the LHS, was provided in the report.

The LHS was structured around 5 chapters and 9 priority outcomes and was monitored through 97 indicators, comprising 65 actions and 32 measures, which showed that:-

- ◆ 90 indicators were categorised as green and were on course to achieve with no issues anticipated
- ◆ 2 indicators were categorised as amber with some minor slippage against targets
- ◆ 1 indicator was categorised as red with below anticipated performance
- ◆ 4 to be reported at a later date

Actions to address the red and amber indicators were detailed in the report and would be reported to the Housing and Technical Resources Committee as part of the agreed annual reporting arrangements.

The review had demonstrated that good progress had been made and a number of key highlights were provided in the report.

Following a review of the Performance Framework, it was considered necessary to remove a measure and add a further measure into the LHS and details of both measures were provided.

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

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## **12 Urgent Business**

There were no items of urgent business.

# Report

3

Report to: **Executive Committee**  
 Date of Meeting: **29 January 2020**  
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Capital Budget 2019/20 and Monitoring for Period 9 - 1 April to 6 December 2019**

## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ update the Executive Committee of progress on the General Fund Capital Programme and the Housing Capital Programme for the period 1 April 2019 to 6 December 2019.

## 2. Recommendation(s)

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

- (1) that the Period 9 position (ended 6 December 2019) of the General Fund Capital Programme itemised at Appendices 1 - 3 and the Housing Capital Programme at Appendix 4, be noted;
- (2) that the revised programmes be monitored by the Financial Resources Scrutiny Forum.

## 3. Background

3.1. The attached statements to this report provide a summarised monitoring position as at 6 December 2019. Spending has been split into two separate sections:

- ◆ General Fund Capital Programme including Education, Social Work, Roads and Transportation and General Services (Section 5.1)
- ◆ Housing Capital Programme (Section 5.2)

## 4. Employee Implications

None

## 5. Financial Implications

### 5.1. General Fund

#### 5.1.1. 2019/2020 Budget

The budget agreed at Executive Committee on 4 December 2019 was £76.804 million. There are no new adjustments proposed in this report.

#### 5.1.2. 2019/2020 Outturn

In terms of the General Services Capital Programme, work has been ongoing to clarify the predicted spend position for this financial year and current estimates from Housing and Technical Resources suggest an outturn of £67.9 million. This is an underspend of £8.9 million and relates mainly to projects within Education Resources (£4.6 million) Social Work Resources (£1.8 million), Housing and Technical Resources (£1.3 million) and Community and Enterprise Resources (£1.2

million). The majority of the variance is due to the timing of spend, resulting in budget required in 2020/2021 rather than 2019/2020.

5.1.3. In addition, the ongoing land negotiations associated with Lanark Park and Ride (£0.3 million) means grant from Strathclyde Passenger Transport (SPT) is unlikely to be claimed in 2019/2020. Delivery of the project in its present form is currently being progressed, with regular updates provided to SPT. SPT continue to be supportive of the project and dependant on the outcome of the project discussions, the Council expect continuation of the funding into the next financial year.

5.1.4. A list of the main projects which will now complete in 2020/21 is included in Appendix 3, along with their anticipated completion dates.

5.1.5. Period 9 Position

The programme spend and funding for the General Fund is summarised in Appendix 2. As noted in 5.1.1., the total capital spending programme for the year is £76.804 million.

5.1.6. Budget for the period is £37.672 million and spend to the 6 December 2019 is £36.680 million. This represents expenditure of £0.992 million behind profile and mainly reflects the timing of spend across a number of projects.

5.1.7. Actual funding received to 6 December 2019 is £55.856 million.

## **5.2. Housing Programme**

5.2.1. 2019/2020 Budget

Appendix 4 summarises the position on the Housing programme as at 6 December 2019. The capital programme for the year is £61.835 million. Programmed funding for the year also totals £61.835 million.

5.2.2. 2019/2020 Outturn

In terms of the Housing Capital Programme, current estimates from Housing and Technical Resources suggest an outturn of £58.471 million. This is an underspend of £3.4 million and relates to the timing of spend, resulting in budget required in 2020/21 rather than in 2019/20.

5.2.3. Period 9 Position

Budget for the period is £28.296 million and spend to 6 December 2019 amounts to £28.218 million. This represents expenditure of £0.078 million behind profile and reflects the timing of spend across a number of projects.

5.2.4. As at 6 December 2019, £28.218 million of funding had been received.

5.2.5. Regular monitoring of both the General Fund Programme and the Housing Programme will be carried out in detail by the Financial Resources Scrutiny forum and reported on a regular basis to the Executive Committee.

## **6. Climate Change, Sustainability and Environmental Implications**

6.1. There are no implications for climate change, sustainability or the environment in terms of the information contained in this report.

## **7. Other Implications**

7.1. The main risk associated with the Council's Capital Programme 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.

## **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 existing policy, function or strategy and therefore no impact assessment is required.
- 8.2. 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)**

8 January 2020

## **Link(s) to Council Values/Ambitions/Objectives**

- ◆ Accountable, Effective, Efficient and Transparent

## **Previous References**

- ◆ Executive Committee, 4 December 2019

## **List of Background Papers**

- ◆ Capital Ledger prints to 6 December 2019

## **Contact for Further Information**

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

Lorraine O'Hagan, Finance Manager (Strategy)

Ext: 2601 (Tel: 01698 452601)

E-mail: [lorraine.o'hagan@southlanarkshire.gov.uk](mailto:lorraine.o'hagan@southlanarkshire.gov.uk)

£m

**Total Revised Budget – Period 8** **76.804**

Proposed Adjustments – Period 9 -

**Total Revised Budget – Period 9** **76.804**

	<b><u>2019/20</u></b> <b><u>Budget</u></b> <b><u>(from</u></b> <b><u>Period 7)</u></b>	<b><u>Period 8 &amp; 9</u></b> <b><u>Proposed</u></b> <b><u>Adjustments</u></b>	<b><u>Revised</u></b> <b><u>2019/20</u></b> <b><u>Budget</u></b>
<b><u>Resource</u></b>	<b><u>£m</u></b>	<b><u>£m</u></b>	<b><u>£m</u></b>
Community & Enterprise	40.538	0.000	40.538
Education	25.234	0.000	25.234
Finance & Corporate	0.993	0.000	0.993
Housing & Technical	7.310	0.000	7.310
Social Work	2.729	0.000	2.729
<b>Total</b>	<b>76.804</b>	<b>0.000</b>	<b>76.804</b>

SOUTH LANARKSHIRE COUNCIL  
CAPITAL EXPENDITURE 2019/20  
GENERAL FUND PROGRAMME  
FOR PERIOD 1 APRIL 2019 TO 6 DECEMBER 2019

APPENDIX 2

	<u>2019/20</u> <u>Original</u> <u>Estimate</u> <u>inc C/F</u> £m	<u>2019/20</u> <u>Revised</u> <u>Budget</u> £m	<u>2019/20</u> <u>Budget to</u> <u>06/12/19</u> £m	<u>2019/20</u> <u>Actual to</u> <u>06/12/19</u> £m
<b>Expenditure</b>				
<b>General Fund Programme</b>	78.429	76.804	37.672	36.680
<b>Income</b>				
	<u>2019/20</u> <u>Original</u> <u>Budget</u> £m	<u>2019/20</u> <u>Revised</u> <u>Budget</u> £m		<u>2019/20</u> <u>Actual</u> <u>To</u> <u>06/12/19</u> £m
Prudential Borrowing	23.863	21.102		21.102
Developers Contributions	3.124	2.278		1.010
Lottery	0.000	0.465		0.000
Partners (Including SPT, High Blantyre Construction Ltd, Transport Scotland and Renewable Energy Fund)	1.331	3.982		0.727
Scottish Government:				
- Capital Grant	33.029	33.029		22.019
- Cycling, Walking and Safer Streets	0.520	0.520		0.000
- Vacant and Derelict Land	2.023	1.570		1.570
- Early Years 1,140 Hours	5.344	5.344		5.344
- Regeneration Capital Grant	1.100	0.390		0.390
-Town Centre Regeneration Fund	2.506	0.480		0.480
Glasgow City Region City Deal	1.940	4.430		0.000
Specific Reserves	2.149	2.914		2.914
Capital Receipts	1.500	0.300		0.300
<b>TOTAL FUNDING</b>	<b>78.429</b>	<b>76.804</b>		<b>55.856</b>

<b>Projects with Underspends in 2019/20</b>		
<b>Project Name</b>	<b>Project Type</b>	<b>Completion Date</b>
St Charles' Primary School Extension	Extension	August 2020
Mobile Teaching Units	Modular Units	July 2020
Education Information Communication Technology	ICT	October 2020
Auchingrammont Road	Demolition / New Build	June 2020 / Jan 2021
Early Years 1,140 Hours Programme	Various	Mainly August 2020
Essential Services Accommodation	Refurbishment	Throughout 2020/21
Prioritised Urgent Investment	Refurbishment	Throughout 2020/21
Central Energy Efficiency Fund	Equipment	Throughout 2020/21
Blantyre Care Facility	New Build	Estimate March 2021 – being reviewed following planning approval
Springhall Regeneration Project (H&T)	Refurbishment	Main project to upgrade Springhall Hall will complete in 2019/2020. Works to existing library will take place in 2020/2021.
Extension of Cemeteries and Landworks	Land Purchase	Will be progressed in 2020/21
Horsley Brae	Roads	Will be progressed in 2020/21
Lanark Park and Ride	Land Purchase	Will be progressed in 2020/21



SOUTH LANARKSHIRE COUNCIL  
CAPITAL EXPENDITURE 2019/2020  
HOUSING PROGRAMME  
FOR PERIOD 1 APRIL 2019 TO 6 DECEMBER 2019

**APPENDIX 4**

	<u>2019/20</u> <u>Annual</u> <u>Budget</u> <u>£m</u>	<u>2019/20</u> <u>Budget to</u> <u>06/12/19</u> <u>£m</u>	<u>2019/20</u> <u>Actual to</u> <u>06/12/19</u> <u>£m</u>
<b>EXPENDITURE</b>			
2019/20 Budget incl carry forward from 2018/19	61.835	28.296	28.218
	<u>2019/20</u> <u>Annual</u> <u>Budget</u> <u>£m</u>		<u>2019/20</u> <u>Actual to</u> <u>06/12/19</u> <u>£m</u>
<b>INCOME</b>			
Capital Receipts – Land Sales	0.000		0.027
Capital Funded from Current Revenue	20.589		20.589
Prudential Borrowing	28.715		2.888
Scottish Government Specific Grant			
- New Build	10.611		3.457
- Open Market Purchase Scheme	1.800		0.930
- Mortgage to Rent	0.120		0.327
<b>TOTAL FUNDING</b>	<b>61.835</b>		<b>28.218</b>



# Report

4

Report to:	<b>Executive Committee</b>
Date of Meeting:	<b>29 January 2020</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Revenue Budget Monitoring for Period 9 - 1 April to 6 December 2019 and Probable Outturn</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ advise on the overall financial position of the Council's General Fund Revenue Account and Housing Revenue Account for the period 1 April 2019 to 6 December 2019, and a projection for the year to 31 March 2020.

## 2. Recommendation(s)

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

- (1) that the Council's outturn position for the General Fund Revenue Account of an **underspend of £13.406 million** (Appendix 1a) **before** transfers to reserves, be noted;
- (2) that the proposed transfers to reserves (Appendix 3), be approved;
- (3) that the Council's outturn position for the General Fund Revenue Account of an **underspend of £2.658 million** (Appendix 2a) **after** transfers to reserves which is an improvement on the underspend position of £1.100 million previously reported, be noted;
- (4) that the proposed transfer of the £2.658 million underspend to reserves for use in future budget strategies (Section 6.3), be approved;
- (5) that the **underspend of £12.949 million** on the General Fund Revenue Account **before** transfers to reserves at 6 December 2019 as detailed in Appendix 1a of the report, be noted;
- (6) that the **underspend of £2.302 million** on the General Fund Revenue Account **after** transfers to reserves at 6 December 2019 as detailed in Appendix 2a of the report, be noted; and
- (7) that the breakeven position on the Housing Revenue Account at 6 December 2019, as detailed in Appendix 4 of the report, and the forecast to 31 March 2020 of breakeven, be noted.

## 3. Background

### 3.1. General Services Position

This overview report will summarise the 2019/2020 Probable Outturn position for the Council's General Fund Revenue Account to 31 March 2020 (Section 4 and 5). It will also provide the position on the General Fund Account and the Housing Revenue Account for the current period 1 April 2019 to 6 December 2019 (Section 7).

- 3.2. When establishing the probable outturn position for the year, Resources were asked to take all known commitments into account. This report details the anticipated spend for the current year on a service basis and subjective basis (Appendices 1a and 1b) and proposes funds to be transferred to reserves for future commitments (Appendix 3). The report will also detail the position after the proposed transfers to reserves on a service basis and subjective basis (Appendix 2a and 2b) for those known commitments required in the next financial year.

#### 4. **Executive Summary - 2019/2020 General Services Probable Outturn**

- 4.1. This report and appendices provides a detailed analysis of the Council's financial position. Whilst the full detail and background is provided in the report, in order to summarise the position and provide the key highlights, we have provided an Executive Summary below:

- **Final outturn position:** The position **before** any transfers to reserves is an **underspend of £13.406 million** (Appendix 1a). **After** taking into account all proposed transfers to reserves totalling £10.748 million (Appendix 3), the position is an **underspend of £2.658 million** (Appendix 2a). This is an improvement on the previously reported underspend of £1.100 million (after transfers to reserves but excluding the costs of the Social Work pressures (£2.2 million) and additional Auto Enrolment costs (£0.7 million). These costs are now included.
- **Resource position (Sections 5.1 to 5.15):** The position **before** transfers to reserves is an **underspend of £0.965 million**. This reflects underspends in Education Resources and Housing and Technical Resources, partially offset by overspends in Community and Enterprise Resources and Social Work Resources, as previously reported. The position **after** proposed transfers to reserves totalling £3.386 million is an **overspend of £2.421 million**. Full details of all Resource positions and the proposed transfers to reserves are included in section 5 and Appendices 1 to 3.

**Underspend £0.965 million**

- **Loan Charges (Section 5.16 to 5.20):** The position on loan charges **before** transfers to reserves is an **underspend of £8.512 million**. This is because we have not required to take any borrowing this year, we have re-phased the principal repayments on debt and also the impact in 2019/2020 of the interest rates at which borrowing was taken in 2018/2019. It also includes an estimate of interest due to the Council from deposits. **After** taking account of the transfer to reserves of £6.609 million, the position is an **underspend of £1.903 million**. This is an improvement of £0.803 million on the previously reported figure due to the inclusion of the interest from deposits.

**Underspend £8.512 million**

- **Corporate Items (Section 5.21 to 5.23):** The position **before** any transfer to reserves is an **overspend of £0.906 million**. This includes the additional costs in respect of Auto Enrolment as reported during the year, and the commitment in respect of Council Tax Second Homes. The position **after** the proposed transfers to reserves of £0.263 million is an **overspend of £1.169 million**.

**Overspend £0.906 million**

- **Corporate Items - 2020/2021 Strategy (Section 5.24 to 5.25):** As reported previously, an underspend was anticipated in the current year due to underspends in the payment to Strathclyde Passenger Transport, inflation on the secondary schools modernisation contract, and the budget for the re-instatement of payments to Third Sector Organisations. The position **before** any transfer to reserves is an **underspend of £0.490 million**. This is a reduction of £0.050 million on the previously reported position. The position **after** the agreed transfer of these underspends to reserves for use in the 2020/2021 Strategy is **breakeven**.

**Underspend £0.490 million**

- **Council Tax including Council Tax Reduction Scheme (Section 5.26 to 5.27):** The net Council Tax position is an over recovery of £4.345 million. Of this £3.507 million relates to Council Tax mainly due to arrears collection and additional property numbers and £0.838 million represents the underspend in the Council Tax Reduction Scheme reflecting current demand.

**Underspend £4.345 million**

- **Transfer to Reserves:** Approval is being sought in this report to transfer £10.748 million to reserves. Full details of these transfers is included in Appendix 3 to this report.

	£m
Forecast Underspend <b>Before</b> Transfers to Reserves	<b>13.406</b>
Less: Proposed Transfers to Reserves	(10.748)
Forecast Underspend <b>After</b> Transfers to Reserves	<b>2.658</b>

4.2. It is proposed that the residual underspend of £2.658 million, after transfers to reserves, is transferred to the Uncommitted General Fund for use in future budget strategies.

4.3. Full details of each of these items is included in the remainder of the report.

## **5. 2019/2020 General Services Probable Outturn**

5.1. Details of the Resource positions, including any assumptions are detailed below:

**5.2. Community and Enterprise Resources:** The outturn position **before** transfers to reserves is an **overspend of £0.034 million**. This net overspend reflects the legal costs from the food safety case and the timing of efficiencies within Fleet, Environmental and Project Services, as previously reported. These are partially offset by an underspend in employee costs and an over recovery of income within Planning and Economic Development.

5.3. The Resource is proposing transfers to reserves totalling £0.110 million (Appendix 3). The position **after** transfers is an **overspend of £0.144 million**.

5.4. **Education Resources:** The outturn position **before** transfers to reserves is an **underspend of £2.985 million**.

5.5. The outturn position includes an estimate of the costs which will be incurred in relation to the Early Years Job Evaluation exercise, which is expected to conclude before the end of the financial year. These costs, including an element for back pay, are being funded from the current budget, and reserves held for early years

expenditure.

- 5.6. As previously reported, the £7.7 million allocation of Pupil Equity Fund (PEF) is anticipated to spend in the academic year to June 2020. This academic year covers 2 financial years, resulting in an underspend in 2019/2020 which will require to be carried forward and used in April to June 2020. The underspend for 2019/2020 has been revised to £1.000 million from the £1.500 million previously reported as we are now further into the financial year and levels of expenditure can be confirmed with more certainty. The underspend also reflects the timing of expenditure on the delivery of Early Years 1140 hours expansion and school counselling projects as well as an over recovery of income from Early Years fees.
- 5.7. The Resource is proposing transfers to reserves totalling £3.023 million (Appendix 3). The position **after** transfers to reserves is an **overspend of £0.038 million**.
- 5.8. **Finance and Corporate Resources:** The Resource is showing a **breakeven** position and is not proposing any transfers to reserves. The breakeven position reflects underspends in employee costs in Finance (Transactions) and underspends on employability and sanitary products within Personnel Services.
- 5.9. These are offset by overspends due to lower than anticipated turnover in Finance (Strategy) and IT Services, and a reduction in external income within Communications and Strategy.
- 5.10. **Housing and Technical Resources:** The outturn **before** transfers to reserves is an **underspend of £0.253 million**. This underspend reflects an underspend in Housing Services within homeless services and also due to the timing of the rollout of the Rapid Rehousing Transition Programme. This is partially offset by an overspend in Property Services due to CCTV upgrades and staff costs.
- 5.11. The Resource is proposing transfers to reserves totalling £0.253 million (Appendix 3). The position **after** transfers to reserves is **breakeven**.
- 5.12. **Social Work Resources:** The outturn position is a net **overspend of £2.239 million**. This reflects the overspend in Children and Families due to demand, as previously reported, and an overspend in Adults and Older People due to demand for community based services. This overspend is partially offset by an underspend in Justice Services.
- 5.13. Although the overspend in Adults and Older People has been managed within the Council's overall budget, a contribution is being sought from the Health and Social Care Partnership to cover the additional costs and therefore reduce the pressure on the Council's budget in the current financial year. Discussions are ongoing with the Chief Financial Officer of the Health and Social Care Partnership.
- 5.14. The Resource are not proposing any transfers to reserves.
- 5.15. **Total Resource Position:** The position **before** transfers to reserves is an **underspend of £0.965 million**. The position **after** proposed transfers to reserves totalling £3.386 million is an **overspend of £2.421 million**.
- 5.16. **Loan Charges:** The outturn position on loan charges **before** transfers to reserves is an **underspend of £8.512 million**. As reported previously, an underspend of £6.500 million is anticipated due to the re-phasing of the principal repayment on debt and also reflecting the impact on 2019/2020 of the actual interest rates at which

borrowing was taken in 2018/2019.

- 5.17. It was also reported that, similar to the situation last financial year, the Council will not require to borrow this year and instead, cash balances have been used to fund capital spend incurred. The cash balances will be used on a temporary basis and this will generate an in-year underspend against interest costs. This requirement not to borrow is on a temporary basis only, and borrowing will be required to replace the cash balances in the future.
- 5.18. The balance of the underspend relates to an estimate of interest from deposits and interest on the balances held in the Council's reserves during the year.
- 5.19. **After** the proposed transfer to reserves totalling £6.609 million (Appendix 3), the outturn is an **underspend of £1.903 million**.
- 5.20. It should be noted that this outturn position for loan charges does not take into account the outcome of the work that has taken place in the Loans Fund Review. Members were previously advised that a report showing the potential impact of the debt re-profiling for the Council will be developed and reported to a future meeting of the Executive Committee. Any benefit realised will be identified to members, with a proposal to use this to assist in supporting future budget strategies.
- 5.21. **Corporate Items:** The outturn position **before** transfers to reserves is a net **overspend of £0.906 million**. This is mainly made up of the following:
- Auto Enrolment overspend (£0.715 million). As previously reported, a larger number of employees than anticipated remained in the pension scheme following auto enrolment.
  - Commitment in respect of Council Tax Second Homes (£0.540 million), reflecting the level of Council Tax income recovered from second homes. This commitment reflects the transfer to the Housing Revenue Account for expenditure on social housing.
- 5.22. These overspends are partially offset by the following underspend:
- Resources are allocated funding from the Central Energy Efficiency Fund (CEEF) Reserve to pay for spend to save projects which they repay over future years from the revenue savings generated by the project. This over recovery of income (£0.263 million) represents the repayment to be transferred back to the CEEF Reserve.
- 5.23. There are proposed transfers to reserves totalling £0.263 million (Appendix 3). The position **after** transfers to reserves is an **overspend of £1.169 million**.
- 5.24. **Corporate Items - 2020/2021 Strategy:** The Council holds a budget for payments to third sector organisations. The outturn position **before** any transfers to reserves is an **underspend of £0.490 million**. The outturn is £0.050 million lower than the position previously reported due to a payment to be made to Healthy and Happy Community Development Trust, following an approach from the organisation that such a contribution was required to allow them to continue to deliver services in 2020/2021.
- 5.25. **After** the proposed transfer to reserves of £0.490 million for use in the 2020/2021 Strategy, the outturn position is **breakeven**.

- 5.26. **Council Tax including Council Tax Reduction Scheme:** The net Council Tax position is an over recovery of £4.345 million. Of this, £3.507 million relates to Council Tax and relates mainly to arrears, property numbers and income from empty long term properties. There is also £0.540 million of Council Tax from second homes which is offset by an expenditure commitment within Corporate Items.
- 5.27. The remaining underspend of £0.838 million reflects current demand for the Council Tax Reduction Scheme.
- 5.28. **Other Items**  
**European Social Fund (ESF):** The Council receives funding from the ESF on approved projects where it spends the money and then reclaims it from the ESF. The ESF programme was formally suspended at a Scotland wide level by the EU in November 2019 following a pre-suspension period that initially started in February 2019. Routine audit work undertaken by the EU had identified issues with elements of the ESF programme which led, in turn, to the EU suspending further payments pending resolution of the issues identified.
- 5.29. In an attempt to resolve these matters, the Scottish Government is working with the EU. Further information has been gathered by the Scottish Government to present to the EU and the Council have contributed to this exercise. There is no indication, at this time, as to when the suspension will be lifted and therefore the Council continues to account on the basis that all outstanding ESF income will be received. Further updates will be provided to committee as this issue progresses.
- 5.30. There is a risk that the Council may not receive some of the grant income due to us. However, until there is confirmation that any grant will be withheld, we will continue to apply proper accounting practice, and the Council will continue to reflect the expected income in our Accounts in the same way as previous financial years. The Council's outstanding ESF income is £3.0 million, to end March 2019.
- 5.31. At the moment, the ESF programmes are continuing and will therefore incur further spend. Until the suspension is lifted, any further spend incurred will increase the financial risk to the Council. The level of ESF funded programme spend in 2019/2020, is £1.3 million.

## 6. Summary of Overall Outturn Position

- 6.1. The final outturn position, as detailed in Section 5, is summarised in the table below:

	£m
Forecast Underspend <b>Before</b> Transfers to Reserves	<b>13.406</b>
Less: Proposed Transfers to Reserves	(10.748)
Forecast Underspend <b>After</b> Transfers to Reserves	<b>2.658</b>

- 6.2. This is an improvement on the previously reported underspend of £1.100 million after transfers to reserves (but excluding the costs of the Social Work pressures and additional Auto Enrolment costs). These costs are now included.
- 6.3. **Home Care Service:** Following the outcome of the recent inspection of Home Care services, work is ongoing to deliver improvements to the service. Additional costs are expected from this improvement work, which may impact on the outturn position for the Council. Further information will be provided when confirmation on the level of these costs is received.



- 6.4. At this point, it is proposed that the underspend of £2.658 million, after transfers to reserves, is transferred to the Uncommitted General Fund for use in future budget strategies.
- 7. 2019/2020 General Services Monitoring Position**
- 7.1. Financial Position as at 6 December 2019**  
As at 6 December 2019, the position on the General Fund **before** transfers to reserves is an **underspend of £11.694 million** (Appendix 1a). Appendix 2a shows the position assuming the approval of the proposed transfers to reserves, as an **underspend of £1.156 million**.
- 7.2. This position is in line with the forecast position for the General Fund (section 4) and reflects the overspends in Community and Enterprise Resources, Social Work Resources and Corporate Items, offset by the underspends in Loan Charges and over recovery of Council Tax.
- 7.3. Other Funding**  
There has been no additional funding notified since the last report.
- 8. Housing Revenue Account Position**
- 8.1. As at 6 December 2019, Appendix 4 of the report shows a breakeven position against the phased budget on the Housing Revenue Account.
- 8.2. The forecast to 31 March 2020 on the Housing Revenue Account is a breakeven position.
- 9. Employee Implications**
- 9.1. None.
- 10. Financial Implications**
- 10.1. As detailed within this report.
- 11. Climate Change, Sustainability and Environmental Implications**
- 11.1. There are no implications for climate change, sustainability or the environment in terms of the information contained in this report.
- 12. Other Implications**
- 12.1. 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.
- 13. Equality Impact Assessment and Consultation Arrangements**
- 13.1. 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.
- 13.2. 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)**

6 January 2020

**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 6 December 2019

**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**  
**Revenue Budget Monitoring Report (BEFORE Transfers)**  
**Period Ended 6 December 2020 (No.9)**

<u>Committee</u>	Annual Budget	Annual Forecast BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Budget Proportion to 06/12/19	Actual to Period 9 06/12/19	Variance to 06/12/19	
	£m	£m	£m	£m	£m	£m	
<b>Departments:</b>							
<b>Community and Enterprise Resources</b>	<b>108.531</b>	<b>108.565</b>	<b>(0.034)</b>	<b>70.915</b>	<b>70.970</b>	<b>(0.055)</b>	<b>over</b>
Facilities Streets and Waste (Inc. Support)	66.217	66.161	0.056	41.403	41.364	0.039	under
Fleet, Environmental and Projects	1.479	2.117	(0.638)	0.954	1.415	(0.461)	over
Leisure and Culture Services	19.505	19.460	0.045	14.545	14.516	0.029	under
Planning and Economic Development	1.955	1.433	0.522	3.881	3.525	0.356	under
Roads	19.375	19.394	(0.019)	10.132	10.150	(0.018)	over
<b>Education Resources</b>	<b>337.196</b>	<b>334.211</b>	<b>2.985</b>	<b>216.854</b>	<b>213.858</b>	<b>2.996</b>	<b>under</b>
<b>Finance and Corporate Resources</b>	<b>34.336</b>	<b>34.336</b>	<b>0.000</b>	<b>31.946</b>	<b>31.946</b>	<b>0.000</b>	
Finance Services - Strategy	2.139	2.218	(0.079)	2.382	2.433	(0.051)	over
Finance Services - Transactions	12.618	12.368	0.250	12.379	12.216	0.163	under
Audit and Compliance Services	0.365	0.362	0.003	0.422	0.420	0.002	under
Information Technology Services	4.995	5.102	(0.107)	5.234	5.274	(0.040)	over
Communications and Strategy Services	1.034	1.204	(0.170)	0.963	1.084	(0.121)	over
Administration and Licensing Services	3.773	3.814	(0.041)	3.738	3.733	0.005	under
Personnel Services	9.412	9.268	0.144	6.828	6.786	0.042	under
<b>Housing and Technical Resources</b>	<b>17.086</b>	<b>16.833</b>	<b>0.253</b>	<b>12.816</b>	<b>12.681</b>	<b>0.135</b>	<b>under</b>
Housing Services	8.515	8.196	0.319	5.532	5.368	0.164	under
Property Services	8.571	8.637	(0.066)	7.284	7.313	(0.029)	over
<b>Social Work Resources</b>	<b>164.668</b>	<b>166.907</b>	<b>(2.239)</b>	<b>120.939</b>	<b>122.539</b>	<b>(1.600)</b>	<b>over</b>
Performance and Support Services	7.691	7.710	(0.019)	5.524	5.513	0.011	under
Children and Families	33.059	34.989	(1.930)	21.830	23.127	(1.297)	over
Adults and Older People	122.623	123.069	(0.446)	92.534	92.965	(0.431)	over
Justice and Substance Misuse	1.295	1.139	0.156	1.051	0.934	0.117	under
<b>Joint Boards</b>	<b>2.151</b>	<b>2.151</b>	<b>0.000</b>	<b>1.477</b>	<b>1.477</b>	<b>0.000</b>	
	<b>663.968</b>	<b>663.003</b>	<b>0.965</b>	<b>454.947</b>	<b>453.471</b>	<b>1.476</b>	<b>under</b>

<u>Committee</u>	Annual Budget	Annual Forecast BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Budget Proportion to 06/12/19	Actual to Period 9 06/12/19	Variance to 06/12/19	
	£m	£m	£m	£m	£m	£m	
Service Departments Total	663.968	663.003	0.965	454.947	453.471	1.476	under
CFCR	0.000	0.000	0.000	0.000	0.000	0.000	-
Loan Charges	53.916	45.404	8.512	53.916	45.404	8.512	under
Corporate Items	2.187	3.093	(0.906)	(0.292)	0.081	(0.373)	over
Corporate Items - 2020/2021 Strategy	0.540	0.050	0.490	0.540	0.000	0.540	under
Transfer to Reserves	0.000	0.000	0.000	0.000	0.000	0.000	-
<b>Total Expenditure</b>	<b>720.611</b>	<b>711.550</b>	<b>9.061</b>	<b>509.111</b>	<b>498.956</b>	<b>10.155</b>	<b>under</b>
Council Tax	152.487	155.994	3.507	98.027	100.282	2.255	over rec
Less: Council Tax Reduction Scheme	(20.480)	(19.642)	0.838	(13.166)	(12.627)	0.539	under
Net Council Tax	132.007	136.352	4.345	84.861	87.655	2.794	over rec
General Revenue Grant	220.380	220.380	0.000	142.538	142.538	0.000	
Non Domestic Rates	341.166	341.166	0.000	236.192	236.192	0.000	
Transfer from Reserves	27.058	27.058	0.000	27.058	27.058	0.000	
<b>Total Income</b>	<b>720.611</b>	<b>724.956</b>	<b>4.345</b>	<b>490.649</b>	<b>493.443</b>	<b>2.794</b>	<b>over rec</b>
<b>Net Expenditure / (Income)</b>	<b>0.000</b>	<b>(13.406)</b>	<b>13.406</b>	<b>18.462</b>	<b>5.513</b>	<b>12.949</b>	<b>under</b>

**SOUTH LANARKSHIRE COUNCIL**  
**Revenue Budget Monitoring Report (BEFORE Transfers)**  
**Period Ended 6 December 2019 (No.9)**

<u>Budget Category</u>	Annual Budget	Annual Forecast BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Budget Proportion to 06/12/19	Actual to Period 9 06/12/19	Variance to 06/12/19	
<b>Service Departments:</b>	£m	£m	£m	£m	£m	£m	
<b>Expenditure</b>							
Employee Cost	509.391	509.470	(0.079)	335.150	335.103	0.047	under
Property Costs	54.639	53.564	1.075	41.040	40.179	0.861	under
Supplies and Services	52.659	51.831	0.828	32.702	31.733	0.969	under
Transport Costs	41.606	41.584	0.022	27.509	27.787	(0.278)	over
Administration Costs	16.324	16.475	(0.151)	9.719	10.007	(0.288)	over
Payments to Other Bodies	63.464	63.200	0.264	39.395	38.794	0.601	under
Payments to Contractors	196.179	196.639	(0.460)	118.484	118.464	0.020	under
Transfer Payments	5.187	5.540	(0.353)	4.157	4.332	(0.175)	over
Housing Benefits	70.154	69.462	0.692	47.575	47.140	0.435	under
Financing Charges (controllable)	1.995	2.035	(0.040)	1.315	1.371	(0.056)	over
<b>Total</b>	<b>1,011.598</b>	<b>1,009.800</b>	<b>1.798</b>	<b>657.046</b>	<b>654.910</b>	<b>2.136</b>	<b>under</b>
Service Departments Total	1,011.598	1,009.800	1.798	657.046	654.910	2.136	under
CFCR	0.000	0.000	0.000	0.000	0.000	0.000	-
Loan Charges	53.916	45.404	8.512	53.916	45.404	8.512	under
Corporate Items	2.187	3.093	(0.906)	(0.292)	0.081	(0.373)	over
Corporate Items - 2020/2021 Strategy	0.540	0.050	0.490	0.540	0.000	0.540	under
Transfer to Reserves	0.000	0.000	0.000	0.000	0.000	0.000	-
<b>Total Expenditure</b>	<b>1,068.241</b>	<b>1,058.347</b>	<b>9.894</b>	<b>711.210</b>	<b>700.395</b>	<b>10.815</b>	<b>under</b>
<b>Income</b>							
Housing Benefit Subsidy	65.158	65.158	0.000	42.855	42.855	0.000	-
Other Income	282.472	281.639	(0.833)	159.244	158.584	(0.660)	under rec
Council Tax (Net of Council Tax Reduction Scheme)	132.007	136.352	4.345	84.861	87.655	2.794	over rec
General Revenue Grant	220.380	220.380	0.000	142.538	142.538	0.000	-
Non Domestic Rates	341.166	341.166	0.000	236.192	236.192	0.000	-
Transfer from Reserves	27.058	27.058	0.000	27.058	27.058	0.000	-
<b>Total Income</b>	<b>1,068.241</b>	<b>1,071.753</b>	<b>3.512</b>	<b>692.748</b>	<b>694.882</b>	<b>2.134</b>	<b>over rec</b>
<b>Net Expenditure / (Income)</b>	<b>0.000</b>	<b>(13.406)</b>	<b>13.406</b>	<b>18.462</b>	<b>5.513</b>	<b>12.949</b>	<b>under</b>

**SOUTH LANARKSHIRE COUNCIL**  
**Revenue Budget Monitoring Report (AFTER Transfers)**  
**Period Ended 6 December 2020 (No.9)**

<u>Committee</u>	Annual Budget	Annual Forecast AFTER Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion to 06/12/19	Actual to Period 9 06/12/19	Variance to 06/12/19	
	£m	£m	£m	£m	£m	£m	
<b>Departments:</b>							
<b>Community and Enterprise Resources</b>	<b>108.531</b>	<b>108.675</b>	<b>(0.144)</b>	<b>70.915</b>	<b>71.047</b>	<b>(0.132)</b>	<b>over</b>
Facilities Streets and Waste (Inc. Support)	66.217	66.271	(0.054)	41.403	41.441	(0.038)	over
Fleet, Environmental and Projects	1.479	2.117	(0.638)	0.954	1.415	(0.461)	over
Leisure and Culture Services	19.505	19.460	0.045	14.545	14.516	0.029	under
Planning and Economic Development	1.955	1.433	0.522	3.881	3.525	0.356	under
Roads	19.375	19.394	(0.019)	10.132	10.150	(0.018)	over
<b>Education Resources</b>	<b>337.196</b>	<b>337.234</b>	<b>(0.038)</b>	<b>216.854</b>	<b>216.881</b>	<b>(0.027)</b>	<b>over</b>
<b>Finance and Corporate Resources</b>	<b>34.336</b>	<b>34.336</b>	<b>0.000</b>	<b>31.946</b>	<b>31.946</b>	<b>0.000</b>	<b>-</b>
Finance Services - Strategy	2.139	2.218	(0.079)	2.382	2.433	(0.051)	over
Finance Services - Transactions	12.618	12.368	0.250	12.379	12.216	0.163	under
Audit and Compliance Services	0.365	0.362	0.003	0.422	0.420	0.002	under
Information Technology Services	4.995	5.102	(0.107)	5.234	5.274	(0.040)	over
Communications and Strategy Services	1.034	1.204	(0.170)	0.963	1.084	(0.121)	over
Administration and Licensing Services	3.773	3.814	(0.041)	3.738	3.733	0.005	under
Personnel Services	9.412	9.268	0.144	6.828	6.786	0.042	under
<b>Housing and Technical Resources</b>	<b>17.086</b>	<b>17.086</b>	<b>0.000</b>	<b>12.816</b>	<b>12.816</b>	<b>0.000</b>	<b>-</b>
Housing Services	8.515	8.449	0.066	5.532	5.503	0.029	under
Property Services	8.571	8.637	(0.066)	7.284	7.313	(0.029)	over
<b>Social Work Resources</b>	<b>164.668</b>	<b>166.907</b>	<b>(2.239)</b>	<b>120.939</b>	<b>122.539</b>	<b>(1.600)</b>	<b>over</b>
Performance and Support Services	7.691	7.710	(0.019)	5.524	5.513	0.011	under
Children and Families	33.059	34.989	(1.930)	21.830	23.127	(1.297)	over
Adults and Older People	122.623	123.069	(0.446)	92.534	92.965	(0.431)	over
Justice and Substance Misuse	1.295	1.139	0.156	1.051	0.934	0.117	under
<b>Joint Boards</b>	<b>2.151</b>	<b>2.151</b>	<b>0.000</b>	<b>1.477</b>	<b>1.477</b>	<b>0.000</b>	<b>-</b>
	<b>663.968</b>	<b>666.389</b>	<b>(2.421)</b>	<b>454.947</b>	<b>456.706</b>	<b>(1.759)</b>	<b>over</b>

<u>Committee</u>	Annual Budget	Annual Forecast AFTER Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion to 06/12/19	Actual to Period 9 06/12/19	Variance to 06/12/19	
	£m	£m	£m	£m	£m	£m	
Service Departments Total	663.968	666.389	(2.421)	454.947	456.706	(1.759)	over
CFCR	0.000	0.000	0.000	0.000	0.000	0.000	-
Loan Charges	53.916	52.013	1.903	53.916	52.013	1.903	under
Corporate Items	2.187	3.356	(1.169)	(0.292)	0.344	(0.636)	over
Corporate Items - 2020/2021 Strategy	0.540	0.540	0.000	0.540	0.540	0.000	-
Transfer to Reserves	0.000	0.000	0.000	0.000	0.000	0.000	-
<b>Total Expenditure</b>	<b>720.611</b>	<b>722.298</b>	<b>(1.687)</b>	<b>509.111</b>	<b>509.603</b>	<b>(0.492)</b>	<b>over</b>
Council Tax	152.487	155.994	3.507	98.027	100.282	2.255	over rec
Less: Council Tax Reduction Scheme	(20.480)	(19.642)	0.838	(13.166)	(12.627)	0.539	under
Net Council Tax	132.007	136.352	4.345	84.861	87.655	2.794	over rec
General Revenue Grant	220.380	220.380	0.000	142.538	142.538	0.000	-
Non Domestic Rates	341.166	341.166	0.000	236.192	236.192	0.000	-
Transfer from Reserves	27.058	27.058	0.000	27.058	27.058	0.000	-
<b>Total Income</b>	<b>720.611</b>	<b>724.956</b>	<b>4.345</b>	<b>490.649</b>	<b>493.443</b>	<b>2.794</b>	<b>over rec</b>
<b>Net Expenditure / (Income)</b>	<b>0.000</b>	<b>(2.658)</b>	<b>2.658</b>	<b>18.462</b>	<b>16.160</b>	<b>2.302</b>	<b>under</b>

**SOUTH LANARKSHIRE COUNCIL**  
**Revenue Budget Monitoring Report (AFTER Transfers)**  
**Period Ended 6 December 2019 (No.9)**

<u>Budget Category</u>	Annual Budget	Annual Forecast AFTER Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion to 06/12/19	Actual to Period 9 06/12/19	Variance to 06/12/19	
<b>Service Departments:</b>	£m	£m	£m	£m	£m	£m	
<b>Expenditure</b>							
Employee Cost	509.391	509.616	(0.225)	335.150	335.225	(0.075)	over
Property Costs	54.639	53.680	0.959	41.040	40.253	0.787	under
Supplies and Services	52.659	53.332	(0.673)	32.702	33.234	(0.532)	over
Transport Costs	41.606	41.584	0.022	27.509	27.787	(0.278)	over
Administration Costs	16.324	16.475	(0.151)	9.719	10.007	(0.288)	over
Payments to Other Bodies	63.464	64.646	(1.182)	39.395	40.240	(0.845)	over
Payments to Contractors	196.179	196.710	(0.531)	118.484	118.512	(0.028)	over
Transfer Payments	5.187	5.540	(0.353)	4.157	4.332	(0.175)	over
Housing Benefits	70.154	69.462	0.692	47.575	47.140	0.435	under
Financing Charges (controllable)	1.995	2.035	(0.040)	1.315	1.371	(0.056)	over
<b>Total</b>	<b>1,011.598</b>	<b>1,013.080</b>	<b>(1.482)</b>	<b>657.046</b>	<b>658.101</b>	<b>(1.055)</b>	<b>over</b>
Service Departments Total	1,011.598	1,013.080	(1.482)	657.046	658.101	(1.055)	over
CFCR	0.000	0.000	0.000	0.000	0.000	0.000	-
Loan Charges	53.916	52.013	1.903	53.916	52.013	1.903	under
Corporate Items	2.187	3.356	(1.169)	(0.292)	0.344	(0.636)	over
Corporate Items - 2020/2021 Strategy	0.540	0.540	0.000	0.540	0.540	0.000	-
Transfer to Reserves	0.000	0.000	0.000	0.000	0.000	0.000	-
<b>Total Expenditure</b>	<b>1,068.241</b>	<b>1,068.989</b>	<b>(0.748)</b>	<b>711.210</b>	<b>710.998</b>	<b>0.212</b>	<b>under</b>
<b>Income</b>							
Housing Benefit Subsidy	65.158	65.158	0.000	42.855	42.855	0.000	-
Other Income	282.472	281.533	(0.939)	159.244	158.540	(0.704)	under rec
Council Tax (Net of Council Tax Reduction Scheme)	132.007	136.352	4.345	84.861	87.655	2.794	over rec
General Revenue Grant	220.380	220.380	0.000	142.538	142.538	0.000	-
Non Domestic Rates	341.166	341.166	0.000	236.192	236.192	0.000	-
Transfer from Reserves	27.058	27.058	0.000	27.058	27.058	0.000	-
<b>Total Income</b>	<b>1,068.241</b>	<b>1,071.647</b>	<b>3.406</b>	<b>692.748</b>	<b>694.838</b>	<b>2.090</b>	<b>over rec</b>
<b>Net Expenditure / (Income)</b>	<b>0.000</b>	<b>(2.658)</b>	<b>2.658</b>	<b>18.462</b>	<b>16.160</b>	<b>2.302</b>	<b>under</b>

**Transfers to Reserves**

Purpose / Description	Resource	Value £m
<b>Resources</b>		
<b>Environmental Initiatives</b> A report was presented to the Community and Enterprise Resources Committee (3 September 2019) which detailed the proposals for utilising the £0.100m added to the 2019/2020 budget for Environmental Initiatives. Due to the timing of the commencement of some of these works, the transfer is proposed to meet commitments into 2020/2021.	Community and Enterprise	0.050
<b>Allers (Lamer Moor Park)</b> As part of the report presented to the Community and Enterprise Committee (22 January 2019) on Allotments, the extension of Allers allotment was identified as one of the potential food growing development sites. The development plan for this site requires an access road at Kenilworth into Lamer Moor Park. This transfer to reserves will allow this development to commence and also for the Council to reduce the number of people on the waiting list for an allotment.	Community and Enterprise	0.030
<b>Food Development Officer</b> The Community and Enterprise Resources Committee (12 November 2019) approved that the 18 month temporary Food Development Officer be made permanent. The transfer to reserves is to manage the costs of this post in 2020/2021.	Community and Enterprise	0.030
<b>Total Community and Enterprise Resources</b>		<b>0.110</b>
<b>Pupil Equity Fund (already reported)</b> The funding received from the Government can be used up to the end of the school term (June 2020). The underspend reflects the element of the funding that will be utilised in April to June 2020.	Education	1.000
<b>Early Years 1140 Hours</b> This transfer relates to the underspend on the current year grant allocation to be carried forward to meet the commitments in line with the spend profile of the project.	Education	1.493
<b>Sanitary Products in Schools</b> This transfer relates to the underspend on the current year grant allocation to be carried forward to meet the commitments in line with the spend profile of the project.	Education	0.041
<b>Counselling in Schools</b> The funding for Counselling was only confirmed part way through the financial year, therefore the funding provided will not fully spend this year. This transfer of the underspend in funding will allow the commitments on this policy to be delivered in future years.	Education	0.489
<b>Total Education Resources</b>		<b>3.023</b>
<b>Homelessness</b> The grant from the Scottish Government included funding for Homelessness. Due to current levels of stock and good performance within the Homelessness service an underspend is forecast and it is proposed to transfer this to reserves to fund future investment in the Homelessness service.	Housing and Technical	0.106
<b>Homelessness - Rapid Rehousing Transition Planning</b> Due to the timing of the implementation rollout of the Rapid Rehousing Transition Planning funding, it is proposed that the underspend be carried forward to meet future commitments (approved at Housing and Technical Resources Committee, 23 January 2019).	Housing and Technical	0.147
<b>Total Housing and Technical Resources</b>		<b>0.253</b>
<b>Total Resource Transfers to Reserves</b>		<b>3.386</b>
<b>Loan Charges</b>		
<b>Loan Charges</b> Underspend due to the re-phasing of the principal repayment on debt and also reflecting the actual interest rates at which borrowing was taken in 2018/2019. The Executive Committee (26 June 2019) approved transfer to reserves for utilisation in 2020/2021 Budget Strategy.	Loan Charges	6.500
<b>Interest on Reserve Balances</b> During the year, similar to a bank account, interest is accrued on the balances held in reserves. These include the Insurance Fund, Repairs and Renewals Fund and the Capital Fund. This transfer represents passing the interest to each of the individual reserves.	Loan Charges	0.109
<b>Total Loan Charges Transfers to Reserves</b>		<b>6.609</b>
<b>Corporate Items</b>		
<b>Central Energy Efficiency Fund (CEEF)</b> Resources are allocated funding from the CEEF Reserve to pay for spend to save projects which they repay over future years from the revenue savings generated by the project. This transfer represents the payback of savings from Resources and allows the Reserve to be regenerated for use on future projects.	Corporate Items	0.263
<b>Total Corporate Items</b>		<b>0.263</b>
<b>Corporate Items - 2020/2021 Strategy</b>		
<b>2019/2020 Underspends</b> During the year underspends were identified on budgets no longer required in respect of SPT, PPP and third sector organisations. The Executive Committee (26 June 2019) approved the transfer of this underspend to reserves to be utilised in the 2020/2021 Budget Strategy.	Corporate Items - 2020/21 Strategy	0.490
<b>Total Corporate Items - 2020/2021 Strategy</b>		<b>0.490</b>
<b>Total Corporate Transfers</b>		<b>7.362</b>
<b>Total Transfers to Reserves</b>		<b>10.748</b>

**SOUTH LANARKSHIRE COUNCIL**  
**Revenue Budget Monitoring Report**  
**Period Ended 6 December 2019 (No.9)**  
**Housing Revenue Account**

	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion to 06/12/19	Actual to Period 9 06/12/19	Variance to 06/12/19		%	Note
	£m	£m	£m	£m	£m	£m			
Employee Costs	13.526	12.785	0.741	8.982	8.543	0.439	under	4.9%	1
Property Costs	44.604	44.435	0.169	29.352	29.242	0.110	under	0.4%	2
Supplies & Services	1.475	1.475	0.000	0.633	0.632	0.001	under	0.2%	
Transport & Plant	0.195	0.195	0.000	0.103	0.102	0.001	under	1.0%	
Administration Costs	5.702	5.656	0.046	0.409	0.391	0.018	under	4.4%	
Payments to Other Bodies	3.174	3.126	0.048	0.021	0.027	(0.006)	over	(28.6%)	
Payments to Contractors	0.100	0.105	(0.005)	0.092	0.098	(0.006)	over	(6.5%)	
Transfer Payments	0.000	0.000	0.000	0.000	0.000	0.000	-	n/a	
Financing Charges	20.589	20.599	(0.010)	20.639	20.646	(0.007)	over	0.0%	
Total Controllable Expenditure	89.365	88.376	0.989	60.231	59.681	0.550	under	0.9%	
Total Controllable Income	(102.379)	(102.185)	(0.194)	(61.604)	(61.423)	(0.181)	under rec	(0.3%)	3
Transfer to/(from) Balance Sheet	(2.150)	(1.355)	(0.795)	(1.756)	(1.387)	(0.369)	under rec	(21.0%)	4
Net Controllable Expenditure	(15.164)	(15.164)	0.000	(3.129)	(3.129)	0.000		0.0%	
Add: Non Controllable Budgets									
Financing Charges	15.164	15.164	0.000	0.000	0.000	0.000		0.0%	
Total Budget	0.000	0.000	0.000	(3.129)	(3.129)	0.000		0.0%	

**Variance Explanations**

**1. Employee Costs**

This variance relates to vacancies, the majority of which are being actively being recruited, with some posts being held reflecting service requirements.

**2. Property Costs**

The underspend relates to the bad debt provision due to the demands following the rollout of Universal Credit and better than anticipated collection rates for rental income. This is partially offset by repairs and grounds maintenance works which are demand led budgets, being higher than anticipated.

**3. Income**

The under recovery in rental income is due to the timing of the completion of new build properties.

**4. Transfer to/(from) Balance Sheet**

The net impact of the underspends within the service has resulted in a reduced requirement to drawdown from reserves in the current year.



# Report

5

Report to:	<b>Executive Committee</b>
Date of Meeting:	<b>29 January 2020</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Additional Funding from Scottish Government and Other External Sources</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ advise Members of additional funding that has been made available to the Council by the Scottish Government and other external sources since the last report to this Committee (4 December 2019).

## 2. Recommendation(s)

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

- (1) that the additional revenue funding of £2.252 million and additional capital funding of £0.215 million, as detailed at Appendix 1 of the report, be noted.

## 3. Background

- 3.1. The Council is periodically advised of additional funding which is made available from the Scottish Government and other sources to enable various initiatives to be undertaken.
- 3.2. Additional funding may either be paid through the General Revenue Grant mechanism or by the completion of appropriate grant claims.
- 3.3. Details of the additional funding for 2019/2020, and beyond, are attached at Appendix 1 to the report. The report details additional funding that has been reported by Resources as part of the additional resources notification process, as well as any additional funding that has increased the Council's budget by more than £0.100 million.

## 4. Employee Implications

4.1. None.

## 5. Financial Implications

- 5.1. Additional revenue funding of £0.959 million has been identified for 2019/2020, with a further £1.293 million identified for future years.
- 5.2. Additional capital funding of £0.065 million has been identified for 2019/2020, with a further £0.150 million identified for future years.

- 5.3. Resource budgets will be updated to reflect this additional funding as required, and where appropriate, details of spending plans will be presented to Resource Committees for approval.
- 6. Climate Change, Sustainability and Environmental Implications**
- 6.1. There are no implications for climate change, sustainability or the environment in terms of the information contained in this report.
- 7. Other Implications**
- 7.1. There are no other implications in terms of the information contained in this report.
- 8. Equality Impact Assessment and Consultation Arrangements**
- 8.1. This report does not introduce a new policy, function or strategy 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)**

9 January 2020

**Link(s) to Council Values/Ambitions/Objectives**

- ◆ Accountable, Effective and Efficient

**Previous References**

- ◆ Executive Committee, 4 December 2019

**List of Background Papers**

- ◆ Additional Funding Reports:  
30 October 2019 to 8 January 2020

**Contact for Further Information**

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

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Additional Revenue Funding

Resource	Description	2019/ 2020 £m	2020/ 2021 £m	2021/ 2022 £m	2022/ 2023 £m	Total £m	Method
Education Resources	Additional Support for Learning	0.959	0.000	0.000	0.000	<b>0.959</b>	Scottish Government - General Revenue Grant
Education Resources	Foundation Apprenticeships 2020 - 2022	0.000	0.323	0.647	0.323	<b>1.293</b>	Skills Development Scotland Grant
	<b>TOTAL REVENUE FUNDING</b>	0.959	0.323	0.647	0.323	<b>2.252</b>	

Additional Capital Funding

Resource	Description	2019/ 2020 £m	2020/ 2021 £m	2021/ 2022 £m	Total £m	Method
Housing and Technical	Decarbonisation	0.065	0.150	0.000	<b>0.215</b>	Scottish Government
	<b>TOTAL CAPITAL FUNDING</b>	0.065	0.150	0.000	<b>0.215</b>	



# Report

6

Report to: **Executive Committee**  
 Date of Meeting: **29 January 2020**  
 Report by: **Executive Director (Housing and Technical Resources)**  
**Executive Director (Education Resources)**  
**Executive Director (Finance and Corporate Resources)**

Subject: **Syrian Refugee Resettlement Programme (SRRP)**

## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide the Committee with an overview of the progress of the current Syrian Refugee Resettlement Programme (SRRP) as outlined in the report and detailed at Appendix 1
- ♦ request approval for the introduction of the UK Global Refugee Programme (GRP) within South Lanarkshire commencing April 2020
- ♦ request approval to increase the staffing establishment to assist in delivering the future programme

## 2. Recommendation(s)

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

- (1) that the second Annual Report on the Syrian Refugee Resettlement Programme, and the intention to provide members with an update report on the programme by Autumn 2020, be noted;
- (2) that the introduction of the UK Global Refugee Programme (GRP) in South Lanarkshire from April 2020 be approved; and
- (3) that the existing Syrian Refugee Resettlement Team and Youth, Family and Community Learning Officers (ESOL) be permanently added to the establishment and 1 FTE Support Officer and 0.5 FTE Administration Assistant also be added to the establishment.

## 3. Background

3.1. The current Syrian Refugee Resettlement Programme (SRRP) is designed to assist Syrians who have fled to countries neighbouring Syria as a result of the ongoing conflict in their home country. In order to qualify for the Programme, individuals/families are classed as vulnerable where they are survivors of violence and torture, women and children at risk and those needing medical care. The UK Government initiated the SRRP during 2015 with the intention to resettle 20,000 Syrian refugees in the UK within a five year period, up to 2020. Approximately 3,000 Syrians will have been resettled in Scotland by the end of the current Programme in March 2020.

3.2. All Scottish Local Authorities have participated in the Programme. The Council's Executive Committee approved South Lanarkshire participation in the Programme on 4 November 2015.

- 3.3. As part of the planning arrangements and following discussions with partners directly involved with the Programme, the Executive Committee approved, on 15 May 2018, that up to 240 individuals would be resettled in South Lanarkshire during the period December 2015 to March 2020.
- 3.4. An overview of progress made since the first arrivals in December 2015 to April 2018 was reported to the Community Planning Partnership Board on 24 October 2018 and the second Annual Report, May 2018 to June 2019, which is attached as Appendix 1, was reported to the Community Planning Partnership Board on 23 October 2019.
- 3.5. All funding for the Programme comes from the Home Office, through the UK Aid budget, and costs are covered on a flexible unit cost approach giving the ability to pool the resources, if required, for a particular family.
- 3.6. Local Authorities receive funding for each individual resettled for a period of 5 years with the following unit costs in year one:-

Children under the age of 3	£ 8,520
Children aged 3-4	£11,770
Children aged 5-18	£14,020
Adults in receipt of mainstream benefits	£ 8,520
Other adults	£ 8,520

These costs are subject to a tapered reduction in the following years.

- 3.7. Families arriving through the Programme have permission to reside in the UK for 5 years from the date of arrival and have Refugee status and rights. At the end of the 5 year period families are required to apply to the Home Office for Indefinite Leave to Remain in the UK. The Resettlement Team are working with families, who will be at this stage by December 2020 and beyond, to support them through this process. This will continue to be a particular focus for the team. The Resettlement Team will also provide guidance to families who wish to become UK Citizens 12 months after receipt of their Indefinite Leave to Remain.

#### **4. Current situation**

- 4.1. As at December 2019, there are 47 families (173 individuals) settled across the South Lanarkshire area.
- 4.2. On arrival, the families require initial intensive support to assist with integration. The families are supported by Housing and Technical Resources' specialist support provision, the Syrian Refugee Resettlement Team (SRRT), consisting of one full time Advisor and three full time Support Officers. Costs for this team are fully covered by the Home Office funding.
- 4.3. As part of the agreement with the Home Office, there is a requirement that individuals over the age of 18 will receive a minimum of 8 hours of English language support per week, through the English for Speakers of Other Languages (ESOL) provision. Costs for two ESOL Tutors, specifically working with Syrian individuals, is fully covered by Home Office funding.
- 4.4. The Refugee Resettlement and Youth, Family and Community Learning Officers (ESOL) Teams work closely to ensure that individuals and families receive the practical, emotional and language support appropriate to their needs.

## **5. Final Year of Current Programme – March 2020**

- 5.1. The Home Office have confirmed that the current Syrian Refugee Resettlement Programme would come to an end in March 2020 – with approximately 20,000 Syrians resettled throughout the UK.

## **6. New Global Programme – Commencing April 2020**

- 6.1. The UK Government has reaffirmed its commitment to the resettlement of refugees. A new Global Resettlement Programme will be introduced from April 2020. It will consolidate a number of other refugee schemes into one Global Programme. The current programmes include:-

- ◆ Syrian Vulnerable Persons Resettlement Programme (VPRS);
- ◆ Vulnerable Children's Resettlement scheme (VCRS); and
- ◆ Gateway Protection Programme (GPP – resettles refugees from across the world).

- 6.2. The Home Office have advised that the funding package will mirror that currently provided under the VPRS and VCRS, as outlined in paragraph 3.6., and the current 6 month reporting system between the Council and Home Office will be retained.
- 6.3. The Home Office confirmed that they propose to settle 5,000 refugees, UK wide, through the new Programme within the first year 2020/2021. This figure equates to the current level of resettlement UK wide within the Syrian Programme. Decisions on the number of refugees to be resettled in subsequent years will be determined by the Home Office through future spending rounds.
- 6.4. The Home Office will continue to identify and resettle the most vulnerable refugees, identified and referred by the United Nations High Commissioner for Refugees (UNHCR).
- 6.5. The Home Office anticipates that resettlement will “continue to look broadly similar to those under existing schemes” therefore Syrian Refugees will still be in the majority of individuals/families involved in the new Global Programme. However, there are other countries where assistance may be required in future, with the Home Office indicating that assistance may be required outwith the Middle East and North Africa.
- 6.6. Areas currently covered by the Gateway Protection Programme (GPP) are Somalia, Myanmar, Sudan, Palestine, Afghanistan and the Democratic Republic of Congo.
- 6.7. Participation in the new Global Programme is voluntary and participation arrangements are expected to suit local needs and requirements.

## **7. Proposed Forward Programme**

- 7.1. The Syrian Refugee Resettlement Programme has worked extremely well in South Lanarkshire due to the participation of Community Planning Partners in all aspects of planning and integration. Close working arrangements have provided very positive outcomes for the individuals and families resettled in the area – examples of which are highlighted in the second Syrian Refugee Resettlement Annual Report attached as Appendix 1.
- 7.2. Given the positive outcomes and the ongoing humanitarian issues faced by Syrians and others, it is proposed that South Lanarkshire Council participates in the new Global Resettlement Programme from April 2020, for an initial period of 3 years, or until financial or immigration rules change.

- 7.3. It is proposed that the initial support required from South Lanarkshire would be based on the original calculation of 6% of the Scottish population and Scotland's proportionate share (10%) of the proposed 5,000 refugees arriving during the first year of the new Global Programme (2020/2021), which would equate approximately to 30 individuals.
- 7.4. The Syrian Resettlement Support Team and 2 Youth, Family and Community Learning Officers (ESOL) currently have temporary or seconded contracts in place since the commencement of the Resettlement Programme and it is therefore proposed that the current posts become permanent within the Housing and Technical Resources and Education Resources' establishments.
- 7.5. It is proposed that a further Refugee Support Officer and an Administration Assistant (part-time) are appointed to assist with the future Programme.

## **8. Employee Implications**

- 8.1. The Resettlement Team and Youth, Family and Community Learning Officers (ESOL) posts have been graded in line with the Council's job evaluation scheme. These posts will be added to the establishment on a permanent basis subject to approval.

Post	Existing	Proposed	Grade/SC P	Hourly Rate	Annual Salary	Total Costs
Refugee Resettlement Programme Advisor	1	1	Grade 4 Level 5 SCP 86-88	£24.65- £25.42	£46,388 - £48,268	£60,444 – £62,894
Refugee Support Officers	3	4	Grade 2 Level 3-4 SCP 42-57	£11.44 - £14.06	£20,876 - £25,658	£129,732 - £152,560
Administration Assistant	0	0.5	Grade 2 - Level 1 SCP 34-35	£11.44 - £11.63 -	£20,877 - £21,224	£27,202 - £27,655
Youth, Family & Community Learning Officers (ESOL)	2	2	Grade 3 Level 2 SCP 63-65	£17.55 - £18.06	£32,026 - £32,958	£83,460 – £85,888

## **9. Financial Implications**

- 9.1. There are no financial implications to the Council as a result of the proposals within this report. All cost relating to the SRRP and new Global Programme are met by the Home Office.

## **10. Climate Change, Sustainability and Environmental Implications**

- 10.1. There are no climate change, sustainability or environmental implications.

## **11. Other Implications**

- 11.1. There are no other implications.



## **12. Equality Impact Assessment and Consultation Arrangements**

- 12.1. No Equalities Impact Assessment was undertaken for the information contained within this report as the Programme arrangements are outwith the control of the Council.

**Danny Lowe**

**Executive Director (Housing & Technical Resources)**

**Tony McDaid**

**Executive Director (Education Resources)**

**Paul Manning**

**Executive Director (Finance & Corporate Resources)**

9 January 2020

### **Link(s) to Council Values/Ambitions/Objectives**

- ♦ Working with and respecting others

### **Previous References**

- ♦ Executive Committee Report – 16 May 2018
- ♦ Executive Committee Report – 7 September 2016
- ♦ Executive Committee Report – 11 May 2016
- ♦ Executive Committee Report – 4 November 2015
- ♦ Executive Committee Report – 23 September 2015

### **List of Background Papers**

- ♦ None

### **Contact for further information:**

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

Andrea Sinclair, Refugee Resettlement Programme Advisor

Ext: 4910 (Tel: 01698 454910)

e-mail: [Andrea.sinclair@southlanarkshire.gov.uk](mailto:Andrea.sinclair@southlanarkshire.gov.uk)

Doreen Jenkins, Manager for Adult Literacy and Numeracy, and ESOL

Ext: 2158 (Tel: 01698 452158)

e-mail: [doreen.jenkins@southlanarkshire.gov.uk](mailto:doreen.jenkins@southlanarkshire.gov.uk)



# Syrian Refugee Resettlement Programme

May 2018  
to June 2019



South Lanarkshire  
**Partnership**  
Stronger together

# Foreword

Welcome to the second South Lanarkshire Community Planning Partnership report on progress of the Syrian Refugee Resettlement Programme, for the period May 2018 – June 2019.

This provides a brief overview of how Syrian families continue to settle positively within our area with the ongoing goodwill and support from everyone involved.

The positive outcomes and experiences of our new Scots families is down to the hard work and commitment of all Community Planning Partners, the Syrian families already settled in the area and communities who assist families to integrate into the Scottish way of life.

Learning, health and community integration are key themes in this year's report. I was therefore pleased to see that the increase in ESOL Tutors is making a difference with so many learners showing real improvement in English language skills.

Language skills and being able to participate in community activities and volunteering are so important to help with integration. It was fantastic to read the Volunteering and Apprenticeship case studies which illustrate this perfectly.

Many people arriving in Scotland have serious and complex health conditions and this demands lengthy and detailed planning with the Home Office, health, housing and other community planning partners. I cannot begin to appreciate how individuals feel when they arrive in Scotland – a mix of anxiety, trepidation and relief perhaps but if a member of your family has a life threatening health condition it must be even more challenging and as described in the case studies emotionally overwhelming.

The care and attention given to planning and preparing for the families and the intensive support provided is critical to reducing anxiety and improving wellbeing. Again, I am overwhelmed by the commitment, compassion and kindness shown by community planning partners and in particular the Resettlement Team who work intensively to ensure successful integration of all the families into our communities.

## **Councillor Maureen Chalmers**

*Depute Leader, South Lanarkshire Council and  
Chairperson, South Lanarkshire Community  
Planning Partnership*



# Contents

- Section 1** Background – UK
- Section 2** Scottish and South Lanarkshire context
- Section 3** Geographical settlement
- Section 4** Accommodation
- Section 5** Education
- Section 6** English for Speakers of Other Languages (ESOL) provision
- Section 7** Current economic status
- Section 8** Health
- Section 9** Integration and community involvement
- Section 10** Case studies
- Section 11** Priority action plan 2018/19
- Section 12** Plan for going forward into 2019 and 2020
- Section 13** With thanks

# 1 // Background – UK



*South Lanarkshire children in Edinburgh*

The Syrian Refugee Resettlement Programme has now been running within the South Lanarkshire area since December 2015. The Programme was introduced by the UK Government in response to the growing number of refugees who had left Syria due to the civil war and were facing increasingly dangerous journeys in fleeing from persecution. The UK Government agreed to accept 20,000 individuals, registered with the United Nations High Commissioner for Refugees (UNHCR) who were refugees in countries surrounding Syria, over a five year period from 2015 until March 2020.

All refugees registered through this route meet certain criteria including being victims of violence, torture, having young families, or requiring medical treatment. Before a family arrives in the UK there are a series of checks which the UNHCR and the Home Office carry out. The process from initial registration to arrival in a host country is very complex and detailed and can take years before a family arrives in South Lanarkshire.

Currently there are approximately 15,000 Syrians resettled in the UK through the Resettlement Programme which is due to end March 2020.

The UK Government have announced a new Programme which is due to commence from April 2020. This programme will consolidate the wide range of schemes that are available into one new Global Resettlement Scheme. The aim is to “continue to identify and resettle the most vulnerable refugees, identified and referred by the UNHCR.” The UK Government “aims to resettle in the region of 5,000 of the world’s most vulnerable refugees” in the first year of operation. This would equate to similar numbers of refugees who have arrived year on year through the Syrian Resettlement Programme. As with the current programme participation by Community Planning Partnerships will continue to be voluntary. Further information on the new program is still in development however the Scottish Government have advised of their intention to engage with local authorities developing the expanded program.

## **2 // Scottish and South Lanarkshire context**

All 32 Scottish Local Authority areas have participated in the Syrian Resettlement Programme and over 3,000 Syrian individuals have been resettled in Scotland since 2015.

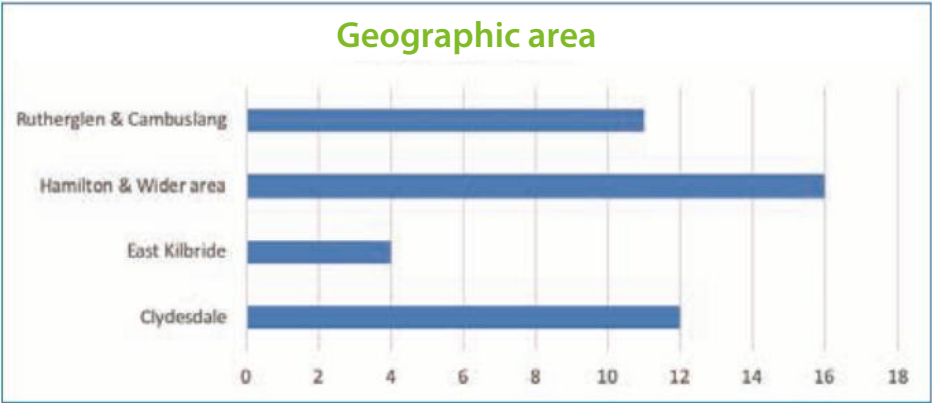
As at end August 2019 there are 46 Syrian families (170 individuals) settled across the South Lanarkshire area with approximately half being children under 16.

The South Lanarkshire Council Refugee Resettlement Team, within Housing and Technical Resources work intensely with new arrivals to ensure that they receive the support required when settling into a new country. The team consists of three Support Officers and one Advisor. All of the team are registered with the Scottish Social Services Council and regulated by the Care Inspectorate. The team have enhanced their expertise working with this vulnerable client group and undertake regular training to ensure that all concerns which may arise with new arrivals will be supported appropriately. The team have made valuable links across the partnership and communities and are the first point of contact for both families and partner agencies. They work intensively with households until they are confident in their environment and have access to the services they require.

# 3 // Geographical settlement

Families have been resettled throughout the South Lanarkshire area. **Chart 1** provides an overview of numbers of families within each area.

Chart 1



# 4 // Accommodation

Families have been accommodated by South Lanarkshire Council and Registered Social Landlord partners. **Chart 2** provides an overview of numbers accommodated by landlord type.

Chart 2





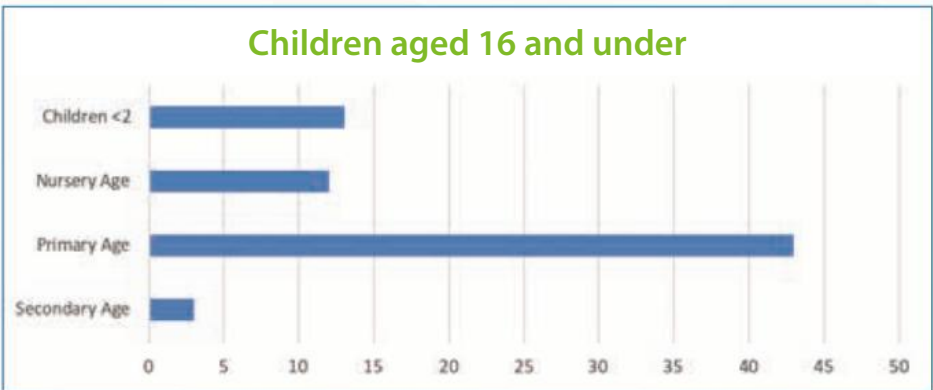
# 5 // Education



*Local South Lanarkshire school*

**Chart 3** shows the age profile of the younger refugees and highlights that the majority of children are of primary school age and under. All children attending school are integrating very well and developing excellent English language skills.

**Chart 3**



## 6 // English for Speakers of Other Languages (ESOL) provision

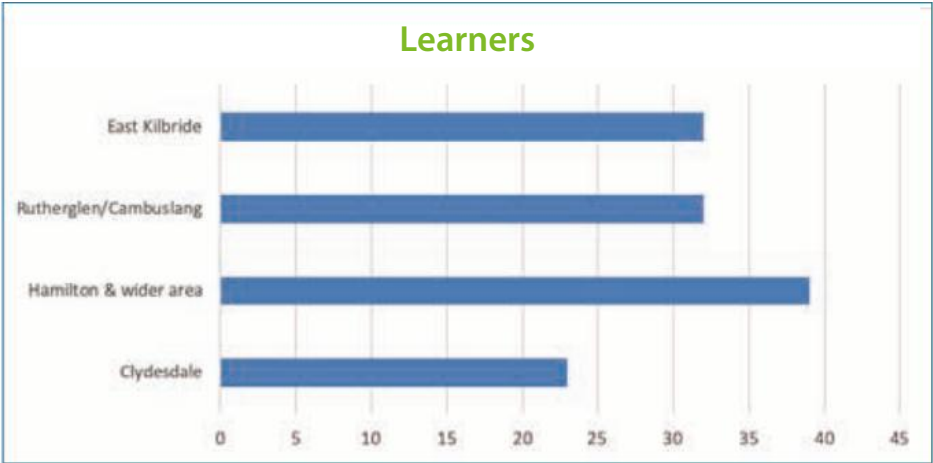
ESOL provision is available for families when they arrive and their level of written and spoken English is assessed to ensure that they receive the correct support. ESOL delivery in each area has steadily increased since the start of 2019 which is due to an increase in the number of ESOL tutors – with four ESOL tutors now working closely with re-settled Syrian families. There are 126 ESOL learners across South Lanarkshire of which 118 are Syrian Learners.



*South Lanarkshire ESOL students*

**Chart 4** shows the number of ESOL learners in each geographic area.

**Chart 4**

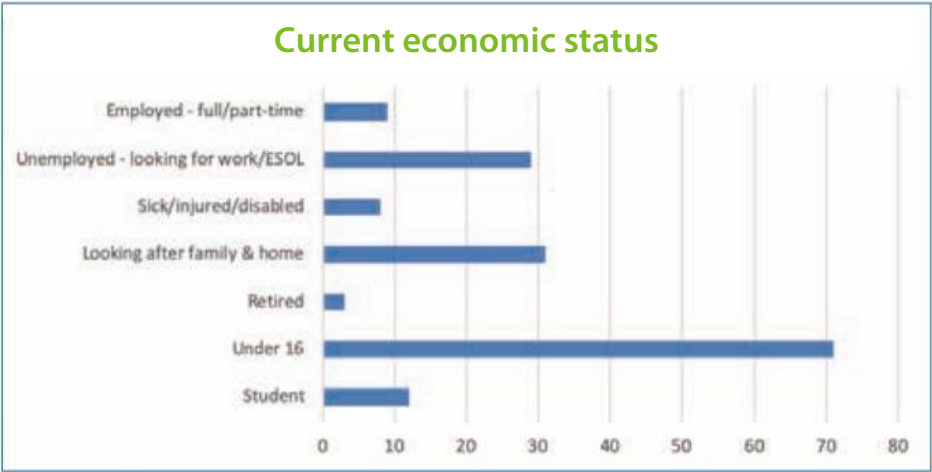


There are currently 70 female ESOL learners and 56 male learners attending the ESOL classes from March to June 2019. Out of the 126 ESOL learners, 88 are showing that they have improved their English language skills. Fifty-three ESOL learners are participating in other learning activities including working or volunteering in their community. Paid employment and volunteering, e.g. within charity shops, is an essential element of learning to speak and understand English as they have to engage and communicate with their colleagues and members of the public.

# 7 // Current economic status

The initial focus for adults is to learn to speak and write English to increase their employment opportunities. All adults who are unemployed and looking for work are also attending English for Speakers of Other Languages (ESOL) classes/ courses. **Chart 5** provides a breakdown of current economic status.

Chart 5

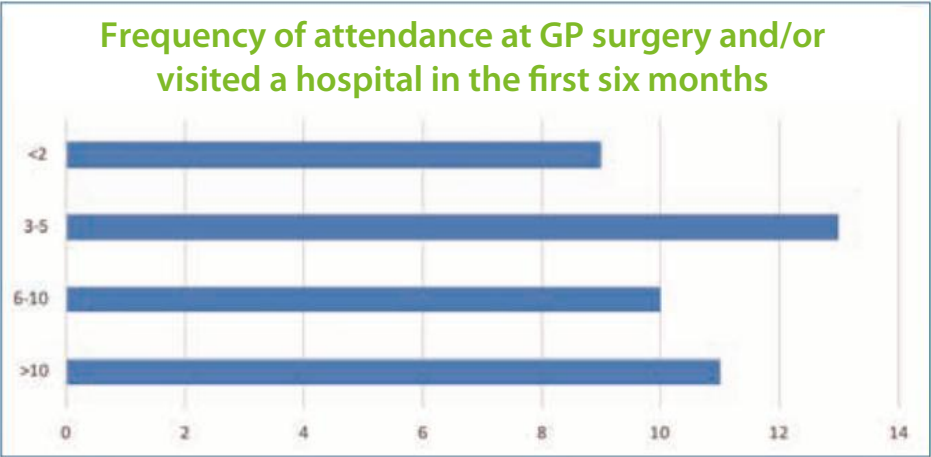


# 8 // Health

All individuals are registered with medical and dental practices.

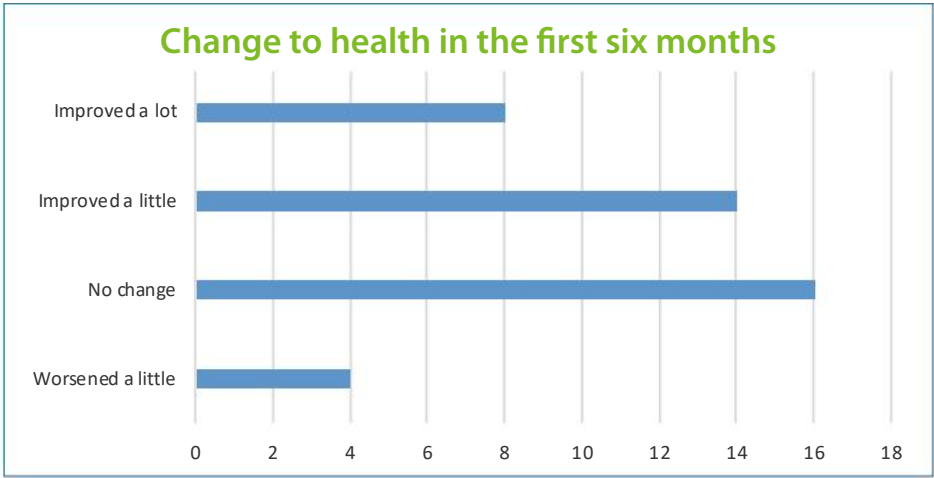
**Chart 6** shows the frequency an individual has visited their GP or hospital within the first six months following arrival. During the period of this report a number of households with very complex needs arrived in South Lanarkshire following lengthy planning periods between Housing Services and the Home Office and involving all relevant community planning partners, in particular Health.

Chart 6



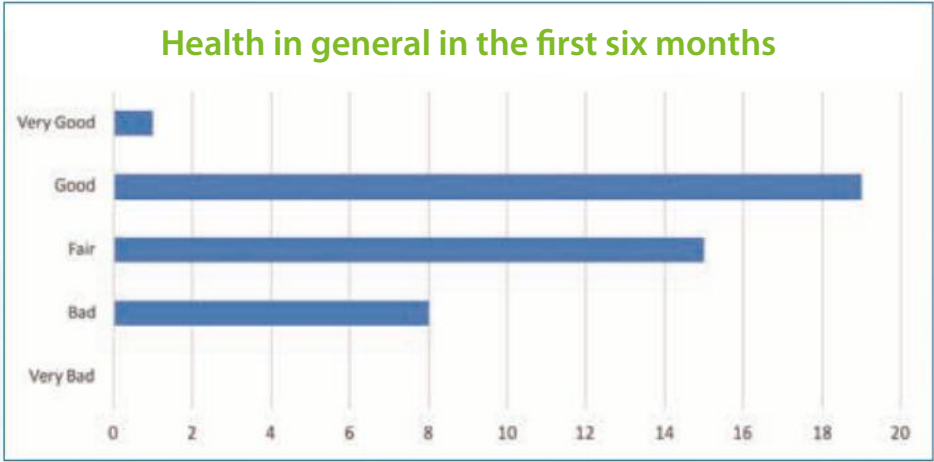
**Chart 7** highlights health improvement within the first six months following arrival.

**Chart 7**



**Chart 8** highlights individual views on health improvement within the first six months following arrival.

**Chart 8**



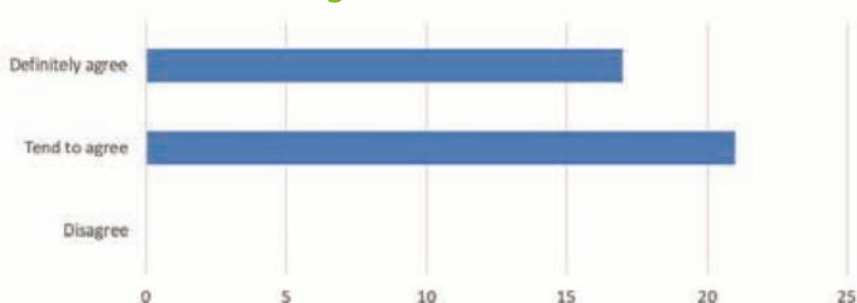
## 9 // Integration and community involvement

Families continue to be warmly welcomed into their local communities by neighbours, community groups, faith groups, local services and a whole range of individuals who have shown kindness and assistance to individuals and families. In our experience over the last couple of years children have always integrated very well, limited English has not been a barrier to having fun and playing together. Current families are very good at assisting with the integration and ensure that new families are included and welcoming both parents and children.

**Chart 9** shows the extent to which individuals (18+) agree or disagree that their local area is a place where people from different backgrounds get on well together.

**Chart 9**

**Extent to which agree/disagree local area is a place where people from different backgrounds get on well together (during first six months)**



**Chart 10** highlights if individuals (all ages) are involved with any groups, clubs or organisations within the first six months from arrival.

**Chart 10**





# 10 // Case studies

The following case studies highlight examples of positive changes in the lives of individuals and families who have arrived through the Refugee Resettlement Programme.

## Health case study (1)

A young family with very complex health needs arrived in South Lanarkshire during September 2018. The South Lanarkshire Community Planning Partners – specifically Health and the Housing Syrian Refugee Resettlement Team put in place an arrival and support plan which would see the adult female taken directly to hospital from the airport. The hospital welcomed the family and medical treatment was initiated immediately. An Arabic speaking Refugee Support Officer also stayed overnight with the lady to support her and her husband and young child were taken to their new home.

It was a very stressful and emotional time for the family who did not previously have direct access to lifesaving treatment due to lack of funds and having sold all of their possessions to pay for the little treatment they had. It was emotionally overwhelming for them when shown the welcome and compassion they received from all staff involved in resettlement plans, in particular health professionals.

Both adults arrived with life changing conditions which impacted on the whole family and complex and long term support plans were put in place. Health professionals ensured that the family had access to all appropriate health provisions upon arrival and these have developed on an ongoing basis as the health needs of both adults have changed. The Housing Syrian Refugee Resettlement Team provided 24 hour one to one support in the first six months from arrival as well ensuring that they family could access other non-medical supports including benefits and education provisions.

The adults will continue to have ongoing medical issues resulting from their past experiences however they have a positive outlook on their future due to the work and commitment shown by everyone who worked with and continues to work with them. The family can now enjoy simple things without constant pain and enjoy the exuberance of their young daughter.

The family want to thank everyone who has assisted them especially Health, the Housing Syrian Refugee Resettlement Team and everyone who volunteers to drive the family to and from every hospital in the Lanarkshire and beyond!

## **Health case study (2)**

A family of four arrived during November 2018. One of the young girls has very complex physical and educational needs. She has never had access to medical services to suit her needs, as her condition was not seen as treatable in her country of origin or refugee host country and no provisions had ever been put in place to make her young life comfortable resulting in exclusion from any form of schooling.

A support and health plan was developed based on the information that was available on the family and their needs and plans were put in place for arrival. From the first day everyone involved with the family worked towards making her comfortable and pain free.

The family were overwhelmed with the support and compassion they received and commented that their daughter had never been shown the respect and tenderness which was given by people working with her and the family. It was the norm for the girl to be ignored by people due to her condition and nobody would engage directly with her or touch her to alleviate her pain.

Over the months there has been a marked change in the young girl, she now smiles and the periods of upset and pain have reduced dramatically. She is receiving physiotherapy, occupational therapy, input from a dietician and educational psychologist and will soon be attending school when a specially adapted wheelchair is available.

The family are now more relaxed, although they still worry about their eldest daughter, but can see the positive changes to her life which in turn has made a positive change for them and their youngest daughter.

The following case studies highlights how the South Lanarkshire Community Planning Partnership work together to make positive impacts on two families who have very complex medical needs.

## Volunteering case study (3)



### *Young Volunteer of the Year – British Heart Foundation 2019*

A young Syrian man (18 years old) arrived in South Lanarkshire in April 2018. He arrived with his mother and has had to work from a very early age to support them – both in Syria and the host refugee country.

On arrival, as well as learning English, he was very keen to be involved and got to know his local area very well by walking everywhere, getting to know his neighbours and attending the local leisure centre. He wanted to pay back into his community and worked with the Housing Syrian Refugee Resettlement Team to find volunteering opportunities. The ideal opportunity arose at the British Heart Foundation in Hamilton – this charity is very important as his father had died from a heart attack three years ago. With his Support Officer he attended interviews and obtained a position on a voluntary basis over two days a week. He was so enthusiastic and willing to help he obtained secure paid work two days a week as a furniture restorer in the store.

Despite his limited English he is an extremely popular member of the team and is well-known for his hard work. He found it a challenge settling into a new country at first, but volunteering has helped him make new friends and feel part of his local community.

He was nominated, by his store, for the British Heart Foundation's Young Volunteer of the Year, Scotland, award in June 2019 and went through to the UK awards where he won the title of the UK Young Volunteer of the Year award.

He has been to London twice with his mother and a Refugee Support Worker – all funded by the BHF and although he enjoyed his time there he is glad to live and work in South Lanarkshire – this is where he feels supported, has his friends and is more than happy to payback into his community and continue to work towards his ambition of becoming a doctor.




## **Apprenticeship case study (4)**

A young Syrian man arrived in South Lanarkshire during October 2016 as a 16 year old with limited language skills. He had been working to support his family in the host refugee country and had limited education opportunities. On arrival he attended secondary school which provided him with a range of classes and options which allowed him time to develop his language skills as well as integrate and build connections with his peers. His interests were focussed on carrying out practical tasks and he started to attend college to improve his English language skills and to give him options for choosing a career path.

This work led towards a local firm taking him on as an apprentice painter and decorator, where he is learning a trade as well as going to college to enhance his skills. He is really enjoying the apprenticeship and the opportunities that it has brought both him and his employer.

# 11 // Priority Action Plan 2018/19 (to end March 2019)

Noted below is progress on areas of work prioritised during 2018/2019:

Refugee Support Team			Red/ Amber/ Green
<b>Events with families:-</b> <ul style="list-style-type: none"> <li>▶ Legal Session with Refugee Council</li> <li>▶ Visits to Lanarkshire Mosques</li> <li>▶ Cultural visits to National Museum, Peoples Palace, Glasgow Green, European Championships, Blair Drummond and Culzean Castle – all ESOL focused</li> </ul>	Refugee Resettlement Team and ESOL Team	2018/19	
<b>Increased ESOL provision – two new ESOL tutors attached to the Refugee Resettlement Team</b> <b>New ESOL Buddying System set up where individuals matched with a volunteer in their community to assist with developing English language skills</b>	Refugee Resettlement Team and ESOL Team	2018/19	
<b>Donations/Charities</b> <ul style="list-style-type: none"> <li>▶ New East Kilbride venue set up for charitable donation of toys, prams clothes etc. for young children – access through the Resettlement Team</li> <li>▶ Working with Refuweege and Baby Bank Scotland to access support for new arrivals and new babies</li> </ul>	Refugee Resettlement Team	2018/19	

# 12 // Plan for going forward into 2018 and 2019

The following provides an overview of the work plan for 2019/2020. This will evolve and develop as needs and guidance require:

- ▶ Continued work towards settling families within the programme until March 2020;
- ▶ Continue with the expansion of ESOL provision of the new Buddy System with Education ESOL colleagues;
- ▶ Continuing to work with partners to ensure all resettled individuals have opportunities to work and learn;
- ▶ Continue to support individuals to participate further within their communities – through communities councils, tenant participation etc.;
- ▶ Develop end of Programme Report up to 31 March 2020;
- ▶ Implement reviewed financial guidance commitments;
- ▶ Continued evaluation and submission of data to Home Office as per timescales;
- ▶ Work with CoSLA, Scottish Government and Home Office on future guidance post 2020; A new programme is being introduced by the Home Office which will replicate the support provided for Syrians through the Syrian Resettlement Programme. The programme will commence April 2020 and will include Syrians and other refugees (determined by the UNHCR and the Home Office); and
- ▶ Engaging with the Scottish Government and CoSLA on the development of the expanded programme, new reporting structures; and ongoing debate and participation in the evolution of the programme.

## 13 // With thanks

Gratitude is extended to Partners who have provided assistance and support to the Programme and includes but not limited to:-

Local communities and individuals;

South Lanarkshire Council – all Resources;

NHS – Lanarkshire;

Housing Associations and Housing Co-operatives;

CoSLA;

Department of Work and Pensions and local job centres;

Police Scotland;

Scottish Fire and Rescue Services;

South Lanarkshire Leisure and Culture;

Refuweegee;

Baby Bank Scotland;

Faith Groups – Lanarkshire Mosques and  
South Lanarkshire Area Christian Churches;

University of the West of Scotland;

Project Linus UK;

The Refugee Council;

VASLAN;

Everyone who has donated items and/or funds; and

Everyone who has volunteered their time.

If you need this information in another language or format, please contact us to discuss how we can best meet your needs.

**Phone:** 0303 123 1015

**Email:** [equalities@southlanarkshire.gov.uk](mailto:equalities@southlanarkshire.gov.uk)

**[www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)**



# Report

7

Report to: **Executive Committee**  
 Date of Meeting: **29 January 2020**  
 Report by: **Executive Director (Housing and Technical Resources)**

Subject: **Land and Property Transfers and Disposals**

## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise the Executive Committee of the actions required in respect of land and property transactions

## 2. Recommendation(s)

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

- (1) that the land as detailed in Appendix A, be transferred between Resources
- (2) that the land detailed in Appendix B be declared surplus to Council requirements

## 3. Background

- 3.1. Details of land and property, which is potentially suitable for redevelopment or disposal, are circulated to all Resources and Community Planning Partners to establish if they are suitable for alternative operational use.
- 3.2. Recommendations for the transfer of assets between Council Resources, detailed on Appendix A, are made following the consideration of planning, title and other legal constraints and Council priorities.
- 3.3. Transactions where there is a requirement to declare property surplus to enable negotiations for minor or adjoining sales to progress are detailed on Appendix B.
- 3.4. Such transactions are only included in the report after successful consultation with the Holding Resource(s) and Planning Services.

## 4. Transfers

4.1. Land at Stewart Street, Hamilton

This area of land is adjacent to Glenlee Primary School land and is required by Education Resources to enable extension of the nursery outside play area.

## 5. Property Transactions

- 5.1. Appendix B details 3 proposed negotiated transactions where the land requires to be declared surplus in order that Property Services can take forward negotiations for their disposal. All 3 relate to proposed garden ground.

## 6. Employee Implications

- 6.1. There are no employee implications.

## 7. Financial Implications

- 7.1. Capital receipts for both General Services and Housing Revenue Accounts will be secured through the disposals identified in this report.

## **8. Climate Change, Sustainability and Environmental Implications**

- 8.1. No climate change, sustainability or environmental impacts have been identified.

## **9. Other Implications**

- 9.1. There is a low risk that the capital receipts anticipated, as a result of declaring these properties surplus, may not be realised if, for reasons outwith the Council's control, the purchasers choose not to proceed with the transactions. However, the procedures and consultations described in Sections 3 and 10 of this report have been implemented to minimise this risk.
- 9.2. There are no significant issues in terms of sustainability arising from 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 is required.
- 10.2. Consultation was undertaken with all Resources through the Property Bulletin. In addition, Planning, Roads, Legal, and Housing Services were consulted through the Area Property Groups.

**Daniel Lowe**

**Executive Director (Housing and Technical Resources)**

29 January 2020

### **Link(s) to Council Values/Ambitions/Objectives**

- ◆ Achieve results through leadership, good governance and organisational effectiveness

### **Previous References**

- ◆ Executive Committee – 28 August 2019
- ◆ Executive Committee – 25 September 2019
- ◆ Executive Committee – 4 December 2019

### **List of Background Papers**

- ◆ Plans of the land and property referred to in this report

### **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)

email: frank.mccafferty@southlanarkshire.gov.uk

## APPENDIX A

### TRANSFERS

Area	Description	Previous Account	New Holding Account	Transfer	Value Band
356sqm	Land at Stewart Street, Hamilton	Planning	Education	Immediate	4

## APPENDIX B

### DECLARE SURPLUS

Area	Description	Holding Account	Proposal	Value Band
118sqm	Land adjacent to 20 Cairnsmore Drive, Stonehouse	Housing	Formation of additional garden ground	4
81sqm	Land adjacent to 37 Millheugh Place, Blantyre	Housing	Formation of additional garden ground	4
8sqm	Land adjacent to 8 Woodlea, Blackwood	Community	Formation of additional garden ground	4

#### Value Bands

1 – over £1 million

2 – £500,000 to £999,999

3 – £100,000 to £499,999

4 – less than £100,000



# Report

8

Report to:	<b>Executive Committee</b>
Date of Meeting:	<b>29 January 2020</b>
Report by:	<b>Executive Director (Education Resources)</b>

Subject:	<b>Outcome of the Statutory Consultation on the Proposal to Change the Catchment Areas of both Newfield and Stonehouse Primary Schools</b>
----------	--

## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise the Committee on the outcome of the statutory consultation on the proposal to change the catchment areas of both Newfield and Stonehouse Primary Schools to better align new housing developments in the area to the primary school geographically closer to the development
- ◆ advise the Committee that the final Consultation Outcome Report was published on 9 December 2019
- ◆ request formal Committee approval for the implementation of the proposal

## 2. Recommendation(s)

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

- (1) that the outcome of the statutory consultation on the proposal to change the catchment areas of both Newfield and Stonehouse Primary Schools be noted;
- (2) that the publication of the final Consultation Outcome Report on 9 December 2019 be noted; and
- (3) that the implementation of the proposal be approved.

## 3. Background

3.1. On 28 August 2019, approval was given to undertake a statutory consultation on the proposal to change the catchment areas of both Newfield and Stonehouse Primary Schools to better align new housing developments in the area to the primary school geographically closer to the development (see Appendix 1 and 2). Appendix 3 shows a close up of the housing estate affected and the specific streets within this part of Stonehouse that would be rezoned to Newfield Primary School.

3.2. This consultation was undertaken in line with the Schools (Consultation) (Scotland) Act 2010 commencing 9 September 2019 and concluding on 29 October 2019. Education Scotland's response to the consultation was received on 8 November 2019.

## 4. Outcome of the Consultation – Stakeholder Feedback

4.1. Notification of this consultation was provided to parents of children attending both affected schools and their nurseries. An advert appeared in the Hamilton Advertiser on 5 September 2019 giving the details of the consultation, the closing date, how to

access necessary documentation and the details of the public meeting. All statutory consultees were also provided with information on how to access the Consultation Proposal Document directly.

- 4.2. There were only 3 written responses to the consultation received, 2 in favour and 1 undecided. A Public Meeting was held where there was further discussion on the proposal, with only 1 member of the public in attendance. Pupils were also invited to give their opinion on the proposal, those who responded were in favour of it.

## **5. Outcome of the Consultation – Education Scotland Report**

- 5.1. Education Scotland was provided with the consultation proposal document at the start of the consultation period. In addition, a summary document including the note of the Public Meeting, all written responses to the consultation and Pupil Views was provided to consider in conjunction with the proposal.
- 5.2. A favourable report was received by the Council on 8 November 2019 in which Education Scotland acknowledged that the Council's proposal provides a strong case for the proposed catchment area changes and outlines the associated educational benefits. All children, parents and school staff who met with HM Inspectors were supportive of the proposal.

## **6. Summary of Consultation**

- 6.1. Education Resources reviewed the proposal having regard to the representations made at the Public Meeting, those received in writing and Education Scotland's report.
- 6.2. After review, the proposal to realign the catchment areas of both Newfield Primary School and Stonehouse Primary School to more appropriately link new housing developments to the local non-denominational primary schools is recommended.
- 6.3. The intention, if approved, would be for the changes to come into effect for the start of the 2020/2021 school session. Children who are currently attending either school will have the right to remain in that school. In addition, any younger siblings can also attend the same school as their older sibling without the need for a placing request until school session 2025.

## **7. Employee Implications**

- 7.1. In terms of employee resources, this will continue to be provided in each school by means of existing process e.g. annual class configuration protocols and agreed management allocations.

## **8. Financial Implications**

- 8.1. There are no financial implication associated with this report.

## **9. Climate Change, Sustainability and Environmental Implications**

- 9.1. There are no implications for climate change, sustainability and the natural environment in terms of the content of this report.

## **10. Other Implications**

- 10.1. There are no significant implications in terms of risk associated with this report.

## **10. Equality Impact Assessment and Consultation Arrangements**

- 10.1. There is no requirement to carry out an impact assessment in terms of the proposals contained in this report. As referred to in 3.1 above, this consultation was undertaken in line with the Schools (Consultation) (Scotland) Act 2010.

**Tony McDaid**  
**Executive Director (Education Resources)**

7 January 2020

### **Link(s) to Council Values/Ambitions/Objectives**

- ◆ Raise educational achievement and attainment
- ◆ Achieve efficient and effective use of resources

### **Previous References**

- ◆ Executive Committee Paper – 28 August 2019

### **List of Background Papers**

- ◆ Consultation Report available from  
[https://www.southlanarkshire.gov.uk/downloads/file/13234/stonehouse\\_and\\_newfield\\_primaries\\_-\\_consultation\\_proposal](https://www.southlanarkshire.gov.uk/downloads/file/13234/stonehouse_and_newfield_primaries_-_consultation_proposal)
- ◆ Consultation outcome report available from  
[https://www.southlanarkshire.gov.uk/downloads/download/302/education\\_resources\\_consultation\\_documents](https://www.southlanarkshire.gov.uk/downloads/download/302/education_resources_consultation_documents)
- ◆ Schools (Consultation) (Scotland) Act 2010

### **Contact for Further Information**

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

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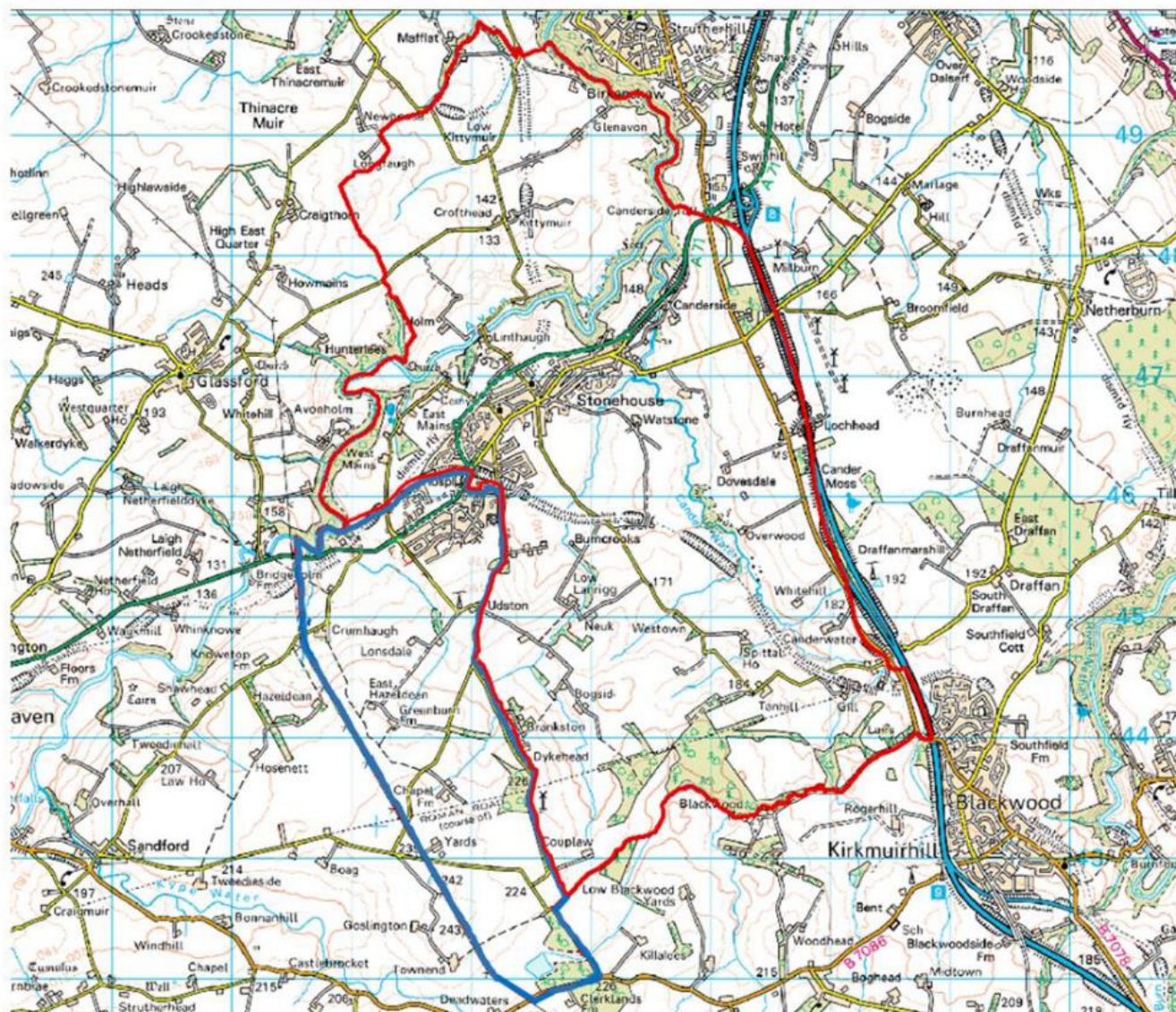
E-mail: [vance.sinclair@southlanarkshire.gov.uk](mailto:vance.sinclair@southlanarkshire.gov.uk)

## Appendix 1 – Existing Catchment areas





## Appendix 2 – Proposed Catchment areas

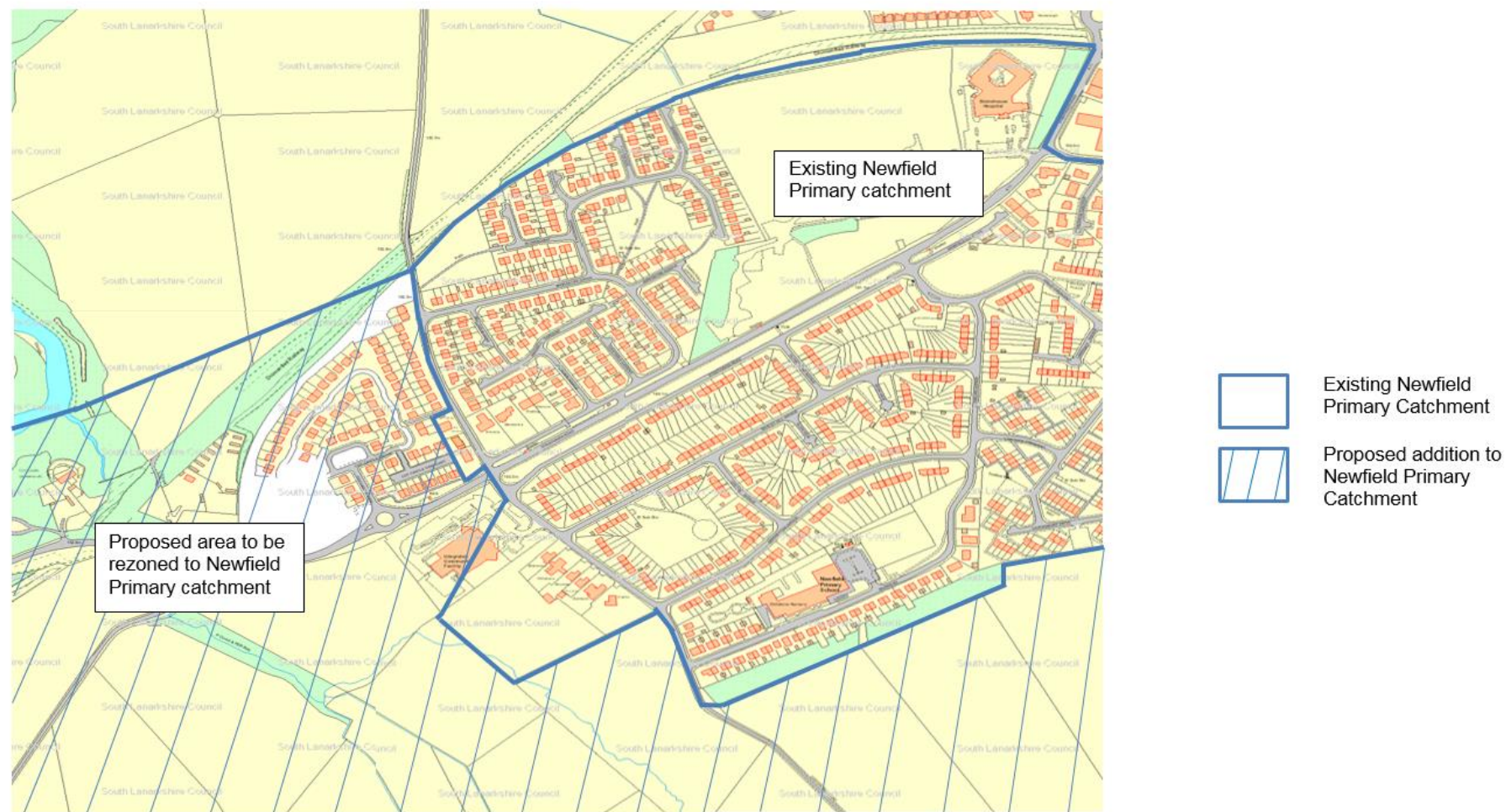


- Proposed Stonehouse Primary Catchment
- Proposed Newfield Primary Catchment



### Appendix 3

#### Detail of housing area proposed to move to Newfield Catchment area



# Report

9

Report to:	<b>Executive Committee</b>
Date of Meeting:	<b>29 January 2020</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Recommendations Referred by Education Resources Committee</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ request approval of the following recommendations referred to this Committee by the Education Resources Committee of 10 December 2019

## 2. Recommendation(s)

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

- (1) that the recommendations referred by the Education Resources Committee in relation to the review of the admissions policy for early learning and childcare establishments be approved.

## 3. Background

### 3.1. Review of Admissions Policy for Early Learning and Childcare Establishments

A report dated 19 November 2019 by the Executive Director (Education Resources) was submitted on a review of the policy for the admission of children into Early Years' establishments in South Lanarkshire.

Since 1996, the Council's Admissions Policy for Early Years' Establishments had been regularly reviewed to reflect changes in legislation and national policy development.

The last review of the Admissions Policy had been presented to the Education Resources Committee on 6 February 2018.

A consultation exercise had been undertaken with a range of stakeholders, in the period October and November 2019, on the current Admissions Policy and the proposed amendments, which took account of the views received from parents/carers and early years' providers in terms of early learning and childcare provision. The main priorities which had emerged from the consultation process were outlined in the report and the proposed revised Policy, attached as Appendix 1 to the report, had taken account of those priorities.

The Admissions Policy would be used for the allocation of an early learning and childcare place. As the Council moved towards the implementation of 1,140 hours, a number of Early Learning and Childcare establishments might be able to offer additional hours, free for children who fell within the Council's exemption criteria and paid by other parents/carers in terms of the Council's Nursery Fees' Policy.

In 2020, the Annual Admissions' allocation would move from May to March, with places allocated on a first come, first served basis. Parents would be informed of their child's early learning and childcare place, in writing, by the end of May each year.

Should a parent/carer apply for deferred entry to primary school for their child, they might be able to access an additional year of funded Early Learning and Childcare, however, this would only be considered where either of the following applied:-

- ◆ children whose 4<sup>th</sup> birthday fell in the January or February of the year they were due to start primary school (considered as returning children)
- ◆ children whose 4<sup>th</sup> birthday fell between August and December, and their application had been considered and approved by the Admissions Scrutiny Group

**The Committee recommended to the Executive Committee:**

- (1) that the priorities for admission to Early Years' establishments be revised as follows:-

<b><i>Proposed Policy Children aged 0-3 years</i></b>	<b><i>Proposed Policy Children aged 3-5 years</i></b>
<b><i>Priority 1</i></b>	<b><i>Priority 1</i></b>
<ul style="list-style-type: none"> <li>◆ Children affected by Abuse</li> <li>◆ Children with additional support needs</li> <li>◆ Looked after and Accommodated Children from birth up 2 years old</li> <li>◆ Children who at any time from the age of 2 years have been <ul style="list-style-type: none"> <li>– a) Looked after and Accommodated or</li> <li>– b) subject to a Kinship Care Order</li> </ul> </li> <li>◆ Children affected by Domestic Violence</li> <li>◆ Children affected by Substance Misuse</li> <li>◆ Children affected by a disability within the home</li> </ul> <p><i>All applications within Priority 1 must be substantiated by a wellbeing assessment/single agency assessment</i></p> <p><i>*2 year olds as required by relevant legislation from time to time applying</i></p>	<ul style="list-style-type: none"> <li>◆ Children affected by Abuse</li> <li>◆ Children with additional support needs</li> <li>◆ Children who at any time have been <ul style="list-style-type: none"> <li>– a) Looked after and Accommodated or</li> <li>– b) subject to a Kinship Care Order</li> </ul> </li> <li>◆ Children affected by Domestic Violence</li> <li>◆ Children affected by Substance Misuse</li> <li>◆ Children affected by a disability within the home</li> </ul> <p><i>All applications within Priority 1 must be substantiated by a wellbeing assessment/single agency assessment</i></p>
<b><i>Priority 2</i></b>	<b><i>Priority 2</i></b>
<ul style="list-style-type: none"> <li>◆ New applications: (0-3 year olds)</li> </ul>	<ul style="list-style-type: none"> <li>◆ Children in their pre-school year – new applications</li> <li>◆ Deferred entry children Aug/Dec</li> <li>◆ Transfer application pre-school year children – change in circumstances</li> </ul>

<b>Priority 3</b>	<b>Priority 3</b>
♦ Transfer applications – change in circumstances	♦ Children in their ante pre-school year - new applications ♦ Transfer applications ante-pre-school year – change in circumstances
<b>Priority 4</b>	<b>Priority 4</b>
♦ Transfer applications – parental choice	♦ Transfer application pre-school year children - parental choice ♦ Transfer applications ante-pre-school year – parental choice
<b>Priority 5</b>	<b>Priority 5</b>
♦ All children resident outwith South Lanarkshire Council who are not within a catchment area of a primary school within the Council Area	♦ All children resident outwith South Lanarkshire Council who are not within a catchment area of a primary school within the Council Area
<b>Priority 6 Additional Hours</b>	

Priority 1 All Priority 1 Children

Priority 2 Children whose parents and/or carer were in employment or education

Priority 3 All children allocated a place in the nursery including those children returning to nursery for a further year which included deferred children approved by the Council

- ♦ Priorities 1 to 4 would apply to children who were resident within the Council Area and those children who were considered catchment pupils for a Council Primary school
- ♦ all children residing (non South Lanarkshire Council primary school catchment children) outwith the Council area, no matter the circumstances, would be considered priority 5
- ♦ eligible children would have access to Early Learning and Childcare regardless of age, gender, race, religion or need
- ♦ Early Learning and Childcare would be provided on a non-denominational basis
- ♦ securing a place in a school nursery class would not guarantee a primary school place within the primary school
- ♦ children deferring entry from Primary 1 January and February birthdays where an additional year of funding had been agreed by the Council were considered returning children
- ♦ children deferring entry from Primary 1 August to December birthdays who had been approved for a deferred year of funding were considered returning children
- ♦ additional hours were only considered once all eligible children had been allocated their entitlement

(2) that the Admissions Policy for the allocation of places to all Early Years' Establishments be implemented from March 2020.

*[Reference: Minutes of the Education Resources Committee of 10 December 2019 (Paragraph 7)]*

#### **4. Employee Implications**

- 4.1. All employee implications were highlighted as part of the original reports to Resource Committees.

#### **5. Financial Implications**

- 5.1. All financial implications were highlighted as part of the original reports to Resource Committees.

#### **6 Climate Change, Sustainability and Environmental Implications**

- 6.1. There are no implications for climate change, sustainability or the environment in terms of the information contained in this report.

#### **7. Other Implications (Including Environmental and Risk Issues)**

- 7.1. Any risks or sustainability issues or other implications were highlighted as part of the original reports to the Resource Committees.

#### **8. Equality Impact Assessment and Consultation Arrangements**

- 8.1. Equality impact assessment and consultation arrangements were highlighted as part of the original reports to the Resource Committees.
- 8.2. There is no requirement to carry out an Equality Impact Assessment or consultation in terms of the proposals contained in this report.

**Paul Manning**

**Executive Director (Finance and Corporate Resources)**

9 January 2020

#### **Link(s) to Council Values/Ambitions/Objectives**

- ♦ Accountable, effective and efficient

#### **Previous References**

- ♦ Minutes of Education Resources Committee of 10 December 2019

#### **List of Background Papers**

- ♦ Education Resources Committee, 10 December 2019

#### **Contact for Further Information**

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

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# Report

Report to: **Executive Committee**  
 Date of Meeting: **29 January 2020**  
 Report by: **Director, Health and Social Care**

Subject: **Hamilton and Rutherglen Care at Home Services**

## 1. Purpose of Report

1.1. The purpose of the report is to: -

- ♦ advise the Executive Committee of the outcomes of two recent Inspections of Care at Home Services in Hamilton and Rutherglen. The report goes on to address the actions being taken to address the issues arising

## 2. Recommendation(s)

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

- (1) that the content of this report be noted.

## 3. Background

- 3.1. There are four registered Care at Home services, one in each Locality. South Lanarkshire Council services provide approximately fifty per cent of the service delivery in house with the other half being delivered through framework providers. The Council has more than fifty registered Social Care services which achieve high Care Inspectorate grades and positive endorsement through the Customer Service Excellence programme including a number where the service is rated as excellent.
- 3.2. Two of the local authorities registered Care at Home services in Hamilton and Rutherglen have received poor inspection outcomes. They are graded at the bottom of the 6-point scale namely Weak and Unsatisfactory with improvement requirements linked to the areas of weak performance. The Hamilton Service has also been served with an Improvement Notice. Urgent and substantial action is being taken to address the issues the Care Inspectorate has highlighted. The current position with the Hamilton and Rutherglen service is an exception but nevertheless is deeply concerning.
- 3.3. The current service model pre-dates more recent legislative and regulatory changes including the Self-Directed Support Act, Carers Acts, New National Care Standards, and Registration of the Care at Home workforce. Both the Hamilton and Rutherglen Services have experienced deteriorating Inspection grades in recent years and despite the efforts of the Registered Managers and their teams to work within the current model it has become evident that a more fundamental remodelling is required. The equivalent services in Clydesdale and East Kilbride have to date

continued to achieve positive gradings although the underlying structural issues with the current service model have been evident.

- 3.4. The Care at Home service has been subject to an internal corporate review over recent years; however, this has focused on matters of efficiency and capacity within the service with a background to increasing budget challenges. At the same time growth in demand and complexity of the care required and support for hospital discharge have seen increased pressure on this service and subsequent resources.
- 3.5. The Care Inspectorate undertook an inspection of the Hamilton Care at Home Service in March 2019. At that time, they identified several concerns and requirements to be undertaken by the service. The concerns/actions can be summarised as follows:
- ◆ A review of all staffing roles, levels and structure within the service to ascertain how this can be developed to ensure staffing levels are appropriate to the size and nature of the service
  - ◆ Appropriately and safely recruit to all vacancies
  - ◆ Ensure those responsible for co-ordination, supervision, leadership and management have the knowledge skill time and resource to do so effectively
  - ◆ Ensure service is person centred and the service user is at the centre
  - ◆ Ensure staff have the appropriate training to undertake their job. Role specific i.e. mental health, moving and handling, health conditions
  - ◆ Personal support plans must be compiled and in place within 28 days of commencement of service
  - ◆ All reviews and personal support plans must be reviewed and up to date. Only 40% of active support plans up to date
  - ◆ Clear medication training for staff and clear direction in care plans in administering medication
  - ◆ Ensure all staff and supervisors are equipped to undertake the role including evidence of supervision, audit of learning and development of the whole team, service user specific training
  - ◆ Improve communication between office-based staff and front liner carers. Review the waiting times to receive and respond to calls
  - ◆ Provide more consistency of carers to respond to individual service users and reduce the changes to cares for service users
  - ◆ Ensure all service users have personal care plans up to date and in the family home
  - ◆ Respond to complaints within timescales

- 3.6. As a result of the list of requirements in summary form referenced above the Care Inspectorate reduced the grades. In March 2019 the grades were:

Quality of care and Support	1 Unsatisfactory
Quality of staffing	2 Weak
Quality of management and leadership	1 Unsatisfactory

The core concern of the inspectors related to the management of risk. They formed the view that the shortcomings in the service's support planning arrangements and the associated deficits in the business processes and quality assurance systems meant that risks were not being identified and mitigated effectively. Whilst they did not identify that harm had occurred, they were highlighting that the unsatisfactory performance left both service users and care staff in a potentially vulnerable position.



- 3.7. Following the March inspection, a steering group was established chaired by the Chief Social Work Officer and the Head of Health and Social Care. External 'critical friends' were also brought in to do a critique of the service. The initial findings concurred with the Care Inspectorate findings and raised issues with the capacity within the service to meet demand. It also questioned whether the current operational leadership were able to support change in the service and reported a 'burn out' of current staff.
- 3.8. This resulted in a change of the management structure. Two Operations Managers were moved to alternative roles and another Operations Manager identified to lead the service and become the new Registered Manager. Additional operational and project management support has been deployed both alongside the Registered Manager and at the tier above.
- 3.9. The boundaries were changed, and Clydesdale assumed the responsibility for Stonehouse Larkhall area and East Kilbride assumed responsibility for the Blantyre area. This was in response to the Care Inspectorate advising that the scale of the Hamilton area as a single registered service was too big to manage.
- 3.10. Hamilton, Clydesdale and East Kilbride services all then varied their registration requirements to accommodate the geographical changes. Clydesdale and East Kilbride were higher performing areas, and this is reflected in their Care inspectorate reviews. A relocation of Team leaders and Co-ordinators to teams where they could be mentored and coached in leadership styles that were seen to be positive was undertaken. This also then reduced the Hamilton service to a more manageable sized resource.
- 3.11. Recruitment took place to recruit to the full establishment of carers and to establish peripatetic staff to cover for leave and other absences. A new scheduling system has been purchased and is currently being configured and piloted. These measures will support more consistent and effective rostering arrangements.
- 3.12. A proposal for a service redesign and financial growth in the service is being scoped out. This will be presented as a matter of urgency to future meetings of the Integrated Joint Board and Social Work Committee. A new Service Manager post dedicated to overseeing Care at Home was proposed and subsequently appointed in October 2019.

#### **4. Current Position**

- 4.1. Following the above actions the Care Inspectorate have given feedback to the service and to senior managers that they have seen progress in areas such as the culture within the team, relationships between carers and office based staff, progress in the change in management within the service and acknowledged the benefits of establishing a Service Manager role. However, at the follow up inspection in December they have advised that they have not seen as much progress as they would have expected and have issued an Improvement Notice on the service.
- 4.2. The Improvement Notice identifies 4 main areas for immediate improvement.
  1. Ensure current leadership and quality of Social Work skills and experience are compliant with the National Care Standards. They also want additional leadership and management introduced into the service.

**By 31 January 2020**

2. Ensure all staff are aware of and conversant with Adult Support and Protection Policies and how to escalate concerns.  
**By 31 January 2020**
3. Protect the health welfare and safety of the most vulnerable with complex needs. Ensure all cases with complex health needs are identified and care plans all updated and reviewed on a multi-disciplinary basis.  
**31 January 2020**
4. Review all cases. (410 circa)  
**28 February 2020**

4.3 Following the presentation of the Improvement Notice the council has taken the following actions:

- ◆ The current Service Manager has based themselves full time in the Hamilton office along with a Community Living Manager re-deployed to oversee the operational responsibilities.
- ◆ Staff from other areas primarily residential services, day care and fieldwork have been re-deployed for an initial 8-week period to be part of the office-based management team as well as reviewers of care plans.
- ◆ This will entail the additional staff doing mentoring and coaching in real time with the existing staff through shadowing then overseeing as well as undertaking reviews in support plans.
- ◆ There are approximately 10 additional staff identified who have the skills and background in care planning and support planning and reviewing.
- ◆ Learning and Development will undertake bespoke training for Adult Support and Protection for carers and office-based staff.
- ◆ Project Management support has been identified from the Performance and Planning Team from Social Work Resources to identify milestones, evidence gathering and project support.
- ◆ Additional administration support has been identified to support collation and consistency in the Care and Support Plans.
- ◆ A Social Worker has been identified to act up in a Team Leader Role who has Adult Support and Protection experience as well as Care and Support Planning to oversee reviews and complex cases.
- ◆ Overtime has been offered as well as additional hours for experienced staff to undertake reviews to offer support.
- ◆ The above actions will be reviewed daily with a daily 'huddle' to review progress and there will be a management oversight on a weekly basis to identify progress and risks.
- ◆ A weekly update of actions and progress will be sent to the Care Inspectorate.

4.4 The service has endeavoured to and will continue to maintain open communication with stakeholders. Service users and their families have been issued with a letter detailing the Improvement Notice received and to offer reassurance that the service will continue to be delivered. Trade Unions have been notified as have staff and other stakeholders. Updates will be cascaded through regular meetings and written communication. Press releases have been drafted that cover the Hamilton Improvement Notice as well as the Cambuslang/Rutherglen Care Inspectorate Report. A meeting has taken place with the five political group leaders of each party to inform them of the issues highlighted, supported by a written briefing and an information session for all elected members.

- 4.5. The Council has also secured external support to ensure we are focused on the improvement actions that will provide evidence of progress to satisfy the Care Inspectorate and the Improvement Notice.
- 4.6. The existing service model has been described as a mini older person's Social Work service which is endeavouring to bring together the core Social Work tasks of Assessment and Care Management into a service that should only be about providing the provision of care. It is now clear that the current delivery model is no longer appropriate, and change is required. Whilst there is confidence that the Rutherglen and Hamilton situations will be improved in the short term, more radical change is required to ensure this is sustainable and to avoid the other two services grading deteriorating in the future.
- 4.7. The service has maintained positive relationships with the Care Inspectorate who advise that they are supportive of the improvement activity to date. They can see progress being made but support the need for a root and branch redesign to address the structural weaknesses they are identifying. The service is maintaining a regular dialogue with them and there have been several meetings between the Care Inspectorate and operational managers as well as the Chief Officer/Director of Social Work Resources, the Chief Social Work Officer and the Heads of Health and Social Care. This is with the intention of giving assurance to the Care Inspectorate that the concerns and requirements for improvement are given the appropriate status and importance; to ensure there is clarity to the task; and to agree a rapid improvement plan. A meeting has been requested between the Chief Executives of South Lanarkshire Council, NHS Lanarkshire and the Care Inspectorate to consider the prevailing position and the lessons to be learned from all parties.
- 4.8. From these meetings we have established that there are three main phases of activity that need to be taken in order to satisfy the Care Inspectorate. These can be identified as short, medium and long-term goals and actions.
- ◆ **Short Term:** we need to ensure we act on and evidence the improvements identified in the improvement notice for the deadlines of the end of January and the end of February. The Care Inspectorate have been advised of the actions to date and those proposed identified at section 4.3 and will be satisfied if we can evidence positive outcomes in these areas as highlighted in the notice.
  - ◆ **Medium Term:** The Care Inspectorate require assurance that there is an effective and sustainable infrastructure to manage service delivery and to maintain progress in the medium term following the initial intense input from the resources identified. In the medium, term the key issue of a need for a fundamental restructuring of the service will be taken forward. Two significant workstreams have already been considered and approved in principle by both the Integrated Joint Board and Social Work Committee. The core elements of this will be to separate Assessment and Care Management functions from the provisions of a Care at Home service. The model supported by the Integrated Joint Board and the Social Work Committee also involves a strengthening of the Supporting Your Independence (SYI) approach to limit dependency levels and promote the Self-Directed Support Act principles. This will involve:
    - ◆ investment in the fieldwork teams so that both the correct skills mix, and the necessary capacity are in place.
    - ◆ This will be backed up by a remodelling of the Registered service provision to improve its support systems and responsiveness including in the out of office hours period. This remodelling will take account of the introduction of a new

IT system for scheduling. The previous “Critical Friend” report recommended the introduction of a Senior Carer role to work between the carers and office staff to provide improved support and capacity as well as a stronger career structure. This model is being piloted by the East Kilbride team. It is likely that a significant redesign of the structure and job roles will be required.

Such a model would better meet the Council’s statutory duties and deliver cost effective and targeted approaches to service delivery. Proposals for an initial investment programme to support this improvement work will be presented to the Council’s Social Work Committee for approval at its first meeting of 2020.

- ◆ **Long Term:** provide assurance that the redesigned service is resilient and can meet demand, achieve positive outcomes and achieve standards. There will be a stronger process for evaluating the service drawing from the methodology used by the Care Inspectorate. The use of quantitative data will be developed to more effectively balance demand and efficiency information with indicators of care quality linked to care management activity. This will be triangulated with qualitative data arising from more in-depth engagement processes with both service users and front-line staff along with a system of case sampling and audit. The role of the Council’s internal audit team is also being considered. A more regular process of reporting to the Integrated Joint Board and elected members on the inspections of registered services will also be developed.

## **5. Employee Implications**

- 5.1. It is evident that these inspection outcomes have been challenging for staff across the Social Work service. Senior Managers have met with the supervisory and management staff as well as the trade unions to discuss the reports, how these impact on the teams and involve them in the improvement planning. The teams have responded positively to the call to embrace the improvement programme and there has been considerable support to this from across Social Work and colleagues throughout the Council. There are no employee implications associated with this report however on completion of a redesign of the service employee implications will be presented and considered in a future report.

## **6. Financial Implications**

- 6.1. The immediate financial implications associated with this report relate to staff redeployment and acting up responsibilities for staff as well as an oversight of overtime being monitored in order to meet the requirements of the Improvement Notice. The associated financial pressures will be calculated and presented as part of any future report. Completion of a redesign proposal will include financial implications that will be presented for a future committee to consider.

## **7. Climate Change, Sustainability and Environmental Implications**

- 7.1. There are no implications for climate change, sustainability or the environment in terms of the information contained in this report.

## **8. Other Implications**

- 8.1. The Care at Home service is pivotal to supporting people to remain at home safely and is a key component of the unscheduled care system. Any disruption to the service presents a business continuity risk which has broad implications. The current position is a risk to the reputation of the Council. All of the actions outlined in this report are designed to discharge the Improvement Notice in full and avoid any escalation in measures by the Care Inspectorate. The risk will be mitigated through

the immediate actions referred to in this report along with investment and service redesign in the short to medium term.

8.2. There are no other issues associated with 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. The Trade Unions Have been briefed on the current position and actions being taken. Senior Officers understand that the Trade Unions are supportive in principle of the intention to invest and redesign.

**Val de Souza**

**Director, Health and Social Care**

10 January 2020

**Link(s) to Council Values/Ambitions/Objectives**

♦ Deliver better health and social care outcomes for all

**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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# Report

11

Report to: **Executive Committee**  
 Date of Meeting: **29 January 2020**  
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Pension Scheme Membership**

## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide an update on pension scheme membership and the 2019 pension scheme automatic re-enrolment exercise

## 2. Recommendation(s)

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

- (1) that the contents of the report be noted.

## 3. Background

- 3.1. All new employees, with contracts of 3 months or longer, joining the Council are automatically entered into the pension scheme when they take up their new post (known as contractual enrolment). However, employees can then opt out at any time if they choose.
- 3.2. From 1 March 2013, in order to actively encourage people to save for their retirement and not to rely solely on their state pension, the Pensions Act was introduced. This required all employers to provide an appropriate occupational pension scheme and to automatically enrol employees into the scheme if they have previously opted out, and if they meet the required age and earnings criteria outlined by the Pensions Regulator. Employees meeting the criteria shown below, are known as “eligible job holders” and:-
- ◆ are between age 22 and State Pension Age;
  - ◆ have qualifying earnings of over £10,000 per year (£769 every 4 weeks);
  - ◆ are currently not paying into a workplace pension scheme.
- 3.3. The legislation also required employers to automatically re-enrol “eligible” employees into an occupational pension scheme every 3 years. The purpose of the re-enrolment cycle is to actively encourage these employees to re-start their pension contributions. Employees must then submit an opt-out form if they still do not wish to be a scheme member.
- 3.4. In addition to this requirement, employers must also monitor their workforce every pay period and automatically enrol employees into the occupational pension scheme if they meet the “eligible job holder” age and earnings criteria within that pay period.

#### **4. Re-enrolment cycle 2019**

- 4.1. In November 2018, the Pensions Regulator confirmed that the Council's 3-year re-enrolment exercise should take place between 22 January 2019 and 21 July 2019. On this basis, the Council identified 17 May 2019, as the re-enrolment date and employees who had previously opted out and who met the eligible job holder criteria on this date were re-enrolled into the pension scheme.
- 4.2. South Lanarkshire Leisure and Culture's re-enrolment date was identified as 4 October 2019 and similarly employees meeting the eligible job holder criteria were re-enrolled into the scheme.
- 4.3. All employees who were re-enrolled, received a letter to their home address confirming their enrolment into the scheme, providing information on the benefits of scheme membership and the options available to them.
- 4.4. As detailed in Appendix 1 (Table 1), 1,044 Council employees (992 local government employees and 52 teachers) and 78 South Lanarkshire Leisure and Culture employees were automatically re-enrolled into the relevant pension scheme on the appropriate re-enrolment date.
- 4.5. 1,125 council employees and 936 South Lanarkshire Leisure and Culture employees were not re-enrolled into the pension scheme as they did not meet the "eligible job holder" age and earnings criteria.
- 4.6. Of the Council employees who were re-enrolled, a total of 692 employees chose to stay in the scheme and begin saving for their retirement (666 Local Government and 26 Teachers). 352 employees chose to opt out of the scheme (326 local government employees and 26 teachers) equating to an opt-out rate of 34%.
- 4.7. Of the South Lanarkshire Leisure and Culture employees who were re-enrolled, 57 employees chose to remain in the scheme and 21 employees opted out; equating to an opt-out rate of 37%.
- 4.8. There are a number of reasons why employees choose to opt out of re-enrolment. 69 employees (20%) of the employees who opted out were over the age of 60 and had already accessed their pension benefits through flexible retirement or were likely to have other financial arrangements in place. Other than the life cover, there is limited benefit of pension scheme membership for this employee group.
- 4.9. 24 employees who opted out (7%) were employed on temporary contracts and would therefore receive a refund of their contributions at the end of their contract rather than a deferred pension; pension cover is therefore also of limited benefit to this group of employees.
- 4.10. The highest proportion of opt outs were from Grade 1 employees as detailed in Appendix 1 (Table 2). Opt out forms were received predominantly from employees within Facilities, School Support and Home Care. Within South Lanarkshire Leisure and Culture the highest proportion of opt outs related to Recreation Assistants. A number of employees in these groups traditionally work relatively few hours per week and therefore do not see pension scheme membership as a priority; others feel unable to afford the cost of regular pension contributions being deducted from their pay and therefore choose to opt out.
- 4.11. Many of the employees in this group would benefit from scheme membership, not only to ensure that they receive more than the basic state pension on retirement, but



to provide the assurance of ill health and life cover which they and their family members would benefit from.

## **5. Membership of the 50/50 pension scheme**

- 5.1. The 50/50 pension scheme was introduced in 2015 in order to encourage employees considering opting out due to financial issues, to continue saving towards their pension in a reduced capacity. These members pay 50% of the pension contributions and will receive 50% of the normal pension benefits on retirement. In addition, members of the 50/50 scheme continue to retain full access to other benefits of scheme membership such as access to ill health retirement and death in service.
- 5.2. Sixteen Council employees who were re-enrolled into the pension scheme have subsequently elected to join the 50/50 section of the scheme. Two South Lanarkshire Leisure and Culture employees are also enrolled in the 50/50 scheme.
- 5.3. Information on how to join the 50/50 scheme as an alternative to opting out completely, is available to employees on the intranet. Joining the 50/50 scheme is also promoted as an alternative to full scheme membership in the relevant automatic enrolment letters, and employees calling to enquire about opting out of scheme membership are also encouraged to consider joining the 50/50 scheme as an alternative.

## **6. Pension Scheme membership**

- 6.1. In total, 14,234 Council employees (87% of the workforce) are pension scheme members and this compares very favourably against other councils of a similar size and demographics.
- 6.2. 1,010 South Lanarkshire Leisure and Culture employees are members of the pension scheme and this equates to 76% of the workforce.
- 6.3. Of the 1,302 Council employees who are currently not enrolled in the Local Government Pension Scheme, 904 employees (70%) are employed within lower paid, traditionally female roles such as facilities assistants (cleaning, school crossing patrollers), catering assistants and janitors within Community and Enterprise Resources; domestics, home carers, social work assistants and social workers within Social Work Resources, and school support assistants and early years workers within Education Resources. Employees in these roles tend to opt out of pension scheme membership as they may work only a few hours each week and consequently do not view membership as a priority; alternatively they may feel unable to afford the cost of making regular pension contributions from their pay. Engaging specifically with these employee groups to provide clear information on the benefits of full scheme membership or the 50/50 scheme as an alternative, is planned over the coming year. This will allow this employee group to make an informed decision taking account of their own personal and financial circumstances.

## **7. Encouraging Membership**

- 7.1. In addition to the re-enrolment personal letter, the benefits of pension scheme membership are communicated regularly to all employee groups via Personnel Circulars and Core Briefs. Further employee communication on retirement and pensions is planned over the coming months to increase awareness of the benefits of scheme membership and to provide existing members with more information on their options and the tools available to them on the pension fund website which are designed to help members better understand, plan and prepare for their retirement.

Particular focus will be given to engaging and communicating with the employee groups with the highest opt out rates, noted above.

- 7.2. Personnel Services adopt a proactive approach to encourage pension scheme membership such as attending modern apprentice induction days to explain the benefits of remaining in the pension scheme. Personnel Services have also contributed to specific general information sessions aimed at Waste and Grounds employees in order to answer questions about the pension scheme and to encourage non-members to opt in.
- 7.3. Comprehensive information on the benefits of pension scheme membership are also detailed on the intranet and included in relevant employee communications as appropriate.

## **8. Employee Implications**

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

## **9. Financial Implications**

- 9.1. The Council's current budget includes £1.5 million in respect of the costs of automatically re-enrolling employees to the Local Government Pension Scheme. This was based on an estimated opt out rate of approximately 60%. However, as reported to the Executive Committee during 2019/2020, and detailed in sections 4.6 and 4.7, the number of employees who then opted out of the Scheme was lower than originally anticipated. This has resulted in additional costs to the Council.
- 9.2. The full year cost of auto-enrolment is £2.8 million. This is £1.3 million higher than the original estimate of £1.5 million. This additional budget requirement has been included in the revised 2020/2021 Budget Strategy, as presented to Executive Committee (4 December 2019).

## **10. Climate Change, Sustainability and Environmental Implications**

- 10.1. There are no implications for climate change, sustainability and environmental implications.

## **11. Other Implications**

- 11.1. There are no risks identified in terms of the content of this report.

## **12. Equality Impact Assessment and Consultation Arrangements**

- 12.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore no impact assessment is required
- 12.2. The information on pension scheme membership contained within this report will be shared with the Joint Trade Union Executive.

**Paul Manning**

**Executive Director (Finance and Corporate Resources)**

10 December 2019

**Link(s) to Connect Values/Ambitions/Objectives**

- ◆ Accountable and effective and efficient
- ◆ Fair and open
- ◆ People focused
- ◆ Self aware and improving
- ◆ Excellent employer
- ◆ Working with and respecting others

**Previous References**

- ◆ None

**List of Background Papers**

- ◆ None

**Contact for Further Information**

If you would like further information, please contact:-

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## Appendix 1

### Table 1 Re-enrolments and opt outs

(These figures include employees with more than one post)

	<b>South Lanarkshire Council</b>	<b>South Lanarkshire Leisure and Culture</b>
*Number of employees in post	16,403	1,321
*Number of Pension Scheme members	14,234	1,005
*Number of employees automatically re-enrolled	1,044 992 (LGPS) 52 (Teachers)	78
*Number of employees not eligible for re-enrolment	1,125	936
**Number of employees who opted out	352 326 (LGE) 26 (Teachers)	21
**Number of employees remaining in the scheme	692 666 (LGE) 26 (Teachers)	57

\* At re-enrolment date; \*\* After re-enrolment exercise

### Table 2 Breakdown by Grade (LGPS)

Grade	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total
Enrolled into Scheme	625	247	111	7	2	992
Remained in Scheme	417	175	68	5	1	666
Opt Out Received	208	72	43	2	1	326