



Council Offices, Almada Street
Hamilton, ML3 0AA

Tuesday, 09 March 2021

Dear Councillor

Finance and Corporate Resources Committee

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

Date: Wednesday, 17 March 2021
Time: 14:00
Venue: By Microsoft Teams,

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

Yours sincerely

Cleland Sneddon
Chief Executive

Members

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

Substitutes

John Bradley, Robert Brown, Andy Carmichael, Poppy Corbett, Mary Donnelly, George Greenshields, Martin Lennon, Richard Lockhart, Katy Loudon, Davie McLachlan, Lynne Nailon, Richard Nelson, Margaret B Walker, Josh Wilson

BUSINESS

- 1 **Declaration of Interests**
- 2 **Minutes of Previous Meeting** 5 - 12
Minutes of the meeting of the Finance and Corporate Resources Committee held on 20 January 2021 submitted for approval as a correct record. (Copy attached)
- 3 **Minutes of Meeting of Appeals Panel** 13 - 14
Minutes of the meeting of the Appeals Panel held on 11 February 2021 submitted for approval as a correct record. (Copy attached)

Monitoring Item(s)

- 4 **Revenue Budget Monitoring 2020/2021 - Finance and Corporate Resources** 15 - 26
Report dated 10 February 2021 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 5 **Capital Budget Monitoring 2020/2021 - Finance and Corporate Resources** 27 - 30
Report dated 24 February 2021 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 6 **Finance and Corporate Resources – Workforce Monitoring – November to December 2020** 31 - 38
Report dated 9 February 2021 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 7 **Council-wide Workforce Monitoring – November to December 2020** 39 - 60
Report dated 9 February 2021 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 8 **Treasury Management Activity - Third Quarter Review** 61 - 68
Report dated 24 February 2021 by the Executive Director (Finance and Corporate Resources). (Copy attached)

Item(s) for Decision

- 9 **Revenue Collection and Approval for Write Offs** 69 - 74
Report dated 18 February 2021 by the Executive Director (Finance and Corporate Resources). (Copy attached)

Item(s) for Noting

- 10 **Youth Guarantee and Kickstart Employability Programmes - Workforce Implications** 75 - 78
Report dated 19 February 2021 by the Executive Director (Finance and Corporate Resources). (Copy attached)

Urgent Business

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

For further information, please contact:-

Clerk Name: Carol Lyon

Clerk Telephone: 01698 455652

Clerk Email: carol.lyon@southlanarkshire.gov.uk

FINANCE AND CORPORATE RESOURCES COMMITTEE

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Minutes of meeting held via Microsoft Teams on 20 January 2021

Chair:

Councillor Gladys Miller

Councillors Present:

Councillor Alex Allison, Councillor John Anderson, Councillor Graeme Campbell, Councillor Peter Craig, Councillor Maureen Devlin, Councillor Isobel Dorman, Councillor Joe Fagan, Councillor Grant Ferguson, Councillor Eric Holford, Councillor Graeme Horne (Depute), Councillor Eileen Logan, Councillor Joe Lowe, Councillor Hugh Macdonald, Councillor Monique McAdams, Councillor Catherine McClymont, Councillor Mark McGeever, Councillor Jim McGuigan, Councillor Mo Razzaq, Councillor Collette Stevenson (Depute), Councillor Jared Wark

Councillors' Apologies:

Councillor Walter Brogan, Councillor Geri Gray, Councillor Ian Harrow, Councillor John Ross (ex officio), Councillor Jim Wardhaugh

Attending:

Finance and Corporate Resources

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

1 Declaration of Interests

No interests were declared.

Councillor Razzaq entered the meeting during this item of business

2 Minutes of Previous Meeting

The minutes of the meeting of the Finance and Corporate Resources Committee held on 28 October 2020 were submitted for approval as a correct record.

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

3 Minutes of Appeals Panel

The minutes of the meetings of the Appeals Panel held on 27 October, 25 November and 17 December 2020 were submitted for approval as a correct record.

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

4 Revenue Budget Monitoring 2020/2021 – Finance and Corporate Resources

A report dated 27 November 2020 by the Executive Director (Finance and Corporate Resources) was submitted comparing actual expenditure for the period 1 April to 6 November 2020 against budgeted expenditure for 2020/2021 for Finance and Corporate Resources.

As at 6 November 2020, there was an overspend of £1.159 million against the phased budget, which consisted of £0.880 million due to COVID-19 costs incurred by the Resource and £0.279 million in the loss of income due to COVID-19.

Costs associated with COVID-19 were detailed in Appendix I to the report and related to COVID-19 Business Support Grants from the Scottish Government.

The forecast to 31 March 2021, excluding COVID-19 costs and loss of income, was a breakeven position.

Appendices to the report provided details on proposed budget virements across the Resource to realign budgets.

The Committee decided:

- (1) that the overspend of £1.159 million, as detailed in Appendix A to the report, be noted;
- (2) that the forecast to 31 March 2021 of a breakeven position, excluding COVID-19 costs and loss of income, be noted; and
- (3) that the budget virements, as detailed in the appendices to the report, be approved.

[Reference: Minutes of 28 October 2020 (Paragraph 4)]

5 Capital Budget Monitoring 2020/2021 – Finance and Corporate Resources

A report dated 21 December 2020 by the Executive Director (Finance and Corporate Resources) was submitted advising of progress on Finance and Corporate Resources' capital programme for 2020/2021 and summarising the expenditure position at 6 November 2020.

The budget reflected the revised programme for the year, agreed by the Executive Committee on 23 September 2020, along with further adjustments presented to the Executive Committee on 16 December 2020. The revised budget was £3.644 million, which was a reduction of £1.105 million. Spend to 6 November 2020 totalled £0.871 million.

The Committee decided: that the Finance and Corporate Resources' capital programme of £3.644 million, and expenditure to date of £0.187 million, be noted.

[Reference: Minutes of 28 October 2020 (Paragraph 5) and Minutes of the Executive Committee of 16 December 2020 (Paragraph 3)]

6 Finance and Corporate Resources – Workforce Monitoring – September and October 2020

A report dated 8 December 2020 by the Executive Director (Finance and Corporate Resources) was submitted on the following employee information for Finance and Corporate Resources for the period September and October 2020:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ Staffing Watch as at 14 September 2020

The Committee decided: that the report be noted.

[Reference: Minutes of 28 October 2020 (Paragraph 6)]

7 Council-wide Workforce Monitoring – September and October 2020

A report dated 8 December 2020 by the Executive Director (Finance and Corporate Resources) was submitted on the following Council-wide employee information for the period September and October 2020:-

- ♦ attendance statistics
- ♦ occupational health statistics
- ♦ accident/incident statistics
- ♦ disciplinary hearings, grievances and Dignity at Work cases
- ♦ analysis of leavers and exit interviews
- ♦ recruitment monitoring
- ♦ Staffing Watch as at 14 September 2020

The Committee decided: that the report be noted.

[Reference: Minutes of 28 October 2020 (Paragraph 7)]

Councillor Allison entered the meeting during this item of business

8 Treasury Management Activity – Second Quarter Review

A report dated 9 December 2020 by the Executive Director (Finance and Corporate Resources) was submitted on the second quarter review of Treasury Management activity for 2020/2021.

Details were given on:-

- | | |
|--|----------------------------------|
| ♦ market performance | ♦ next quarter investment plans |
| ♦ debt management and borrowing strategy | ♦ treasury management indicators |
| ♦ investment activity | ♦ loans fund review |
| ♦ management of risk | |

The Committee decided: that the report be noted.

[Reference: Minutes of 19 August 2020 (Paragraph 10)]

9 Revenue Collection and Approval for Write-offs

A report dated 21 December 2020 by the Executive Director (Finance and Corporate Resources) was submitted on:-

- ♦ collection performance for the financial year 2020/2021 to 30 November 2020 on revenue income which comprised Council Tax, non-domestic rates, sundry debts and arrears
- ♦ performance in the Business Rates Incentivisation Scheme (BRIS)
- ♦ the write-off of irrecoverable Council Tax, Hamilton, Carlisle and Lanark Town Centre Business Improvement District (BID) levies, sundry debt and Housing Rent and associated charges

Collection across all income streams had been significantly impacted upon by the temporary cessation of recovery action for the first 4 months of 2020/2021 due to the COVID-19 pandemic. No statutory recovery and sheriff officer activity had taken place between April and July 2020 in respect of Council Tax for both the current year and arrears. The health crisis had also seen financial support provided, via Council Tax Reduction, increase by almost 11% for this financial year.

Statutory recovery in the form of reminders and recovery action for all income streams had recommenced at the end of July 2020.

In light of the impact of the health crisis, collection targets for 2020/2021 had been reviewed. Those targets were consistent with those in the Resource Plan for 2020/2021 and were detailed in the report.

Given the impact of COVID-19, the provisional annual buoyancy target for the Council in 2020/2021 had still to be confirmed by the Scottish Government (the final target in 2019/2020 was 1.0%). The Scottish Government currently had no timescales for when the provisional target would be confirmed.

Performance against the BRIS target was closely monitored and reported to this Committee on a quarterly basis. Buoyancy for the second quarter, to the end of September 2020 had seen a reduction of 0.16%.

Should the buoyancy target remain the same as in 2019/2020, the tax base must achieve growth of 1.16% during the remaining 2 quarters of the financial year to secure additional income under the scheme.

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

- ◆ irrecoverable Council Tax accounts from 1993/1994 to 2020/2021 to the value of £147,226.35, relating primarily to prescribed debt, sequestrations and estates of the deceased
- ◆ non-domestic rates from 2018/2019 to 2020/2021 totalling £941,195.90 relating to debtors who were in liquidation, had ceased trading or had been sequestrated
- ◆ Business Improvement District (BID) levies totalling £2,542.96
- ◆ sundry debts to a value of £166,760.26.
- ◆ former tenant rent arrears totalling £200,297.49, factoring arrears totalling £10,478.51 and Housing Benefit overpayments totalling £45,263.00

The Committee decided:

- (1) that the Council's performance in the collection of revenues be noted;
- (2) that the Council's performance against the Business Rates Incentivisation Scheme target be noted, and
- (3) that the write-off of the following irrecoverable debts be approved:-
 - ◆ Council Tax debt from 1993/1994 to 2020/2021 to the value of £147,226.35
 - ◆ non-domestic rates from 2018/2019 to 2020/2021 totalling £941,195.90
 - ◆ Hamilton, Carluke and Lanark Business Improvement District levies totalling £2,524.96
 - ◆ sundry debts to a value of £166,760.26
 - ◆ house rent and associated charges totalling £265,039.00

[Reference: Minutes of 28 October 2020 (Paragraph 8)]

10 Finance and Corporate Resource Plan - Quarter 2 Progress Report 2020/2021

A report dated 10 December 2020 by the Executive Director (Finance and Corporate Resources) was submitted on the Finance and Corporate Resource Plan for 2020/2021. Details were provided on progress made at the end of quarter 2, covering the period 1 April 2020 to September 2020, in implementing the priority projects identified in the Resource Plan.

The Committee decided: that the report be noted.

[Reference: Minutes of the Executive Committee of 23 September 2020 (Paragraph 8)]

11 Early Retirement, Voluntary Severance and Switch 2

A report dated 19 November 2020 by the Executive Director (Finance and Corporate Resources) was submitted on early retirements, voluntary severances, re-employment of early retirees and the Switch 2 programme for the period 1 April to 30 September 2020.

The Committee decided: that the report be noted.

[Reference: Minutes of 8 May 2019 (Paragraph 11)]

12 Common Good Update

A report dated 15 December 2020 by the Executive Director (Finance and Corporate Resources) was submitted on:-

- ◆ the cyclical spend committed against the Common Good repairs and maintenance budgets for both Lanark and Hamilton
- ◆ projects committed from the Common Good budgets for both Lanark and Hamilton
- ◆ public consultations relating to Common Good properties

The Common Good funds held within South Lanarkshire Council were Lanark, Biggar, Hamilton and Rutherglen. The unaudited accounts for 2019/2020 were presented to this Committee on 19 August 2020 and had since been approved by Audit Scotland.

The Common Good accounts in Lanark and Hamilton held a number of properties and a proactive approach to maintenance supported the viability of those assets and reduced the Council's risk to greater liability in the future. On 2 October 2013, this Committee had approved an annual cyclical maintenance plan of £15,000 for both Lanark and Hamilton Common Good properties.

Details of current expenditure and commitments in relation to the Lanark and Hamilton Common Good repairs and maintenance budgets for 2020/2021, together with projects committed outwith the repairs and maintenance budgets for Lanark and Hamilton Common Good funds were provided in the report. An update was also provided on ongoing projects previously reported to this Committee.

Section 102 of the Community Empowerment (Scotland) Act 2015 required each local authority to establish and maintain a register of property which was held by the authority as part of the Common Good.

South Lanarkshire Council had established a Common Good Asset Register and, in line with the Community Empowerment (Scotland) Act 2015, had consulted with elected members and community groups on the Register. The consultation had closed on 31 March 2020 and the outcome had resulted in:

- ♦ continued dialogue with community representatives within Biggar regarding the Common Good Register, including research of titles
- ♦ a request from Lanark Community Development Trust for continued dialogue in relation to the role of Lanark Common Good Assets in the development of proposals for the town

Going forward, where there were proposed changes to ownership or use for assets held with the Common Good Registers, consultation on those changes would be undertaken with the community in accordance with Section 104 of the Community Empowerment (Scotland) Act 2015.

Information was provided on 2 ongoing consultations on the proposed change of use of properties at 43 High Street, Lanark and 11 Keith Street, Hamilton.

The Committee decided:

- (1) that the cyclical spend committed against the Common Good repairs and maintenance budgets for Lanark and Hamilton be noted;
- (2) that the projects committed from the Lanark and Hamilton Common Good funds be noted; and
- (3) that details of consultations relating to Common Good properties be noted.

[Reference: Minutes of 19 August 2020 (Paragraph 15)]

13 Procurement Strategy Action Plan Update 2020/2021

A report dated 14 December 2020 by the Executive Director (Finance and Corporate Resources) was submitted on the first bi-annual review of progress against the Procurement Strategy Plan Action Plan 2020/2021 for the period April to September 2020.

On 13 May 2020, the Executive Committee approved the Procurement Strategy 2020 to 2023 which included 7 strategic objectives, that linked to key outcomes for the Procurement Service. An update on each of those objectives and evidence of progress in working towards those outcomes was detailed in Appendix 1 to the report.

The Procurement Strategy Action Plan included specific projects for 2020/2021 in support of those strategic objectives which included 14 actions. Progress made to the end of September 2020 was detailed in Appendix 2 to the report.

Responding to COVID-19 priorities had impacted on the allocation of resources to the Procurement Service's strategic objectives.

The Procurement Service would continue to focus on COVID-19 priorities and the implications of the EU exit until March 2021 and, consequently, it was anticipated that a number of strategic actions would be carried into 2021/2022.

The Committee decided: that the report be noted.

[Reference: Note of Delegated Decisions taken by the Chief Executive - Executive Committee Agenda of 13 May 2020 (Paragraph 6)]

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

A report dated 15 December 2020 by the Executive Director (Finance and Corporate Resources) was submitted on the Risk Register and Risk Control actions for Finance and Corporate Resources.

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

The risks were scored in accordance with the Council's revised 5x5 scoring matrix, which had been changed from a 3x3 matrix, following a review of the Council's Risk Management Strategy. The revised scoring matrix and definitions for likelihood and impact were outlined in Appendix 1 to the report. This had resulted in risks being scored between 1 to 25 (low to very high). Risks were scored on their inherent risk (risk if nothing was done) and their residual risk (risk after applying controls).

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

- ◆ a new, very high risk level had been added to the risk register in respect of 'The COVID-19 pandemic'
- ◆ a new, high level risk in respect of potential liabilities which arose from claims for historic abuse noted following details of the Scottish Government's financial redress scheme having been published
- ◆ a new, high level of risk added in respect of the IT led project to upgrade the telephone network from analogue to digital. This also affected the community alarm systems
- ◆ all risks had been rescored in line with the 5x5 risk scoring matrix, following a review of the Council's Risk Management Strategy at the start of the year. The revised 5x5 scoring matrix and definitions for likelihood and impact was shown at Appendix 1 of the report

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

There were no risk control actions due for delivery between April and October 2020.

16 actions were due for completion during 2019/2020 and had been completed.

There were currently 13 risk actions due for completion during the remainder of 2020/2021, with a further 5 actions due to be completed in future years. Details of those actions were noted at Appendix 3 to the report. Outstanding actions to mitigate the risks would be progressed by relevant officers.

Within Finance and Corporate Resources, 4 partnerships had been identified, of which the Community Planning Partnership (CPP) had been assessed as high risk and the remaining 3 partnerships had been assessed as low risk.

Appropriate risk management arrangements were in place for the CPP with regular reports on their risk register and action plan presented to the CCP Board.

As part of the work that was currently being undertaken in connection with the ongoing Insurance Fraud Review, the Council's insurers had been approached and asked to carry out an analysis of claims experience for the last 5 years for Public Liability, Employers' Liability, motor and property claims, with a view to identifying areas where a number of similar types of claim or high value claims were originating, through claims leakage reports.

The first stage of the analysis had been completed and insurers had now been asked to provide their opinion on mitigating measures that could be implemented by the Council to prevent future reoccurrence of the identified insurance hotspot areas. The outcome of this hotspots review would be reported as part of the Insurance Fund Review recommendations.

The Committee decided:

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

[Reference: Minutes of 11 December 2019 (Paragraph 16)]

15 Call for Views – Procurement Reform (Scotland) Act 2014 – Post Legislative Scrutiny

A report dated 29 December 2020 by the Executive Director (Finance and Corporate Resources) was submitted on the Scottish Parliament's Economy, Energy and Fair Work Committee's call for views on the Procurement Reform (Scotland) Act 2014.

The Procurement Reform (Scotland) Act 2014 ("the 2014 Act") placed a number of responsibilities on public bodies to consider how procurement activity could be used to improve the economic, social and environmental wellbeing of their area and how they would facilitate the involvement of SMEs, third sector and supported businesses and promote innovation.

The Economy, Energy and Fair Work Committee had agreed to carry out post-legislative scrutiny of the 2014 Act and had requested written evidence on how the Act had impacted procurement in Scotland since it came into force in April 2016.

The Economy, Energy and Fair Work Committee issued a call for views on the Bill on 7 December 2020 with a response deadline of 22 January 2021.

Details of the Council's response to the call for views were attached as Appendix 1 to the report.

The Committee decided: that the Council's response to the call for views on the Procurement Reform (Scotland) Act 2014 be noted.

16 Urgent Business

There were no items of urgent business.

APPEALS PANEL

Minutes of meeting held via Microsoft Teams on 11 February 2021

Chair:

Councillor Collette Stevenson

Councillors Present:

Councillor Graeme Campbell, Councillor Geri Gray

Attending:

Finance and Corporate Resources

E Maxwell, Human Resources Business Partner; H Tennant, Administration Officer

1 Declaration of Interests

No interests were declared.

2 Urgent Business

There were no items of urgent business.

3 Exclusion of Press and Public

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

The Panel considered an appeal (Ref 7/20) by an employee against her dismissal.

The appellant was present and represented by J Clark of Unite the Union. The Council was represented by a Personnel Adviser. The Council called a witness. All parties were heard in relation to the appeal and then withdrew from the meeting.

The Panel decided:	that the grounds of the appeal had been substantiated and the appeal be upheld.
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Report

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Report to:	Finance and Corporate Resources Committee
Date of Meeting:	17 March 2021
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Revenue Budget Monitoring 2020/2021 - Finance and Corporate Resources
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide information on the actual expenditure measured against the revenue budget for the period 1 April 2020 to 29 January 2021 for Finance and Corporate Resources
- ◆ provide a forecast for the year to 31 March 2021

2. Recommendation(s)

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

- (1) that the forecast to 31 March 2021 of an overspend of £6.336 million, before approved transfers to reserves, as detailed in Appendix A of the report, be noted;
- (2) that the forecast to 31 March 2021 of an overspend of £6.439 million, after approved transfers to reserves, as detailed in Appendix A of the report, be noted;
- (3) that an overspend of £4.640 million as at 29 January 2021, after approved transfers to reserves, as detailed in Appendix A of the report, be noted; and
- (4) that the proposed budget virements be approved.

3. Background

- 3.1. This is the fourth revenue budget monitoring report presented to the Finance and Corporate Resources Committee for the financial year 2020/2021.
- 3.2. The report details the financial position for Finance and Corporate Resources on Appendix A, along with variance explanations in Appendices B-I.
- 3.3. The Resource has incurred expenditure in relation to COVID-19, and in order to separate these costs from the Resource's normal activities, a COVID-19 Service has been included at Appendix I.

4. Employee Implications

4.1. None.

5. Financial Implications

- 5.1. **Probable Outturn:** Following the Council's formal Probable Outturn exercise, the Resource is forecasting an overspend of £6.336 million position, before transfers to reserves. After the approved transfers to reserves of £0.103 million, the position is an overspend of £6.439 million. The transfers to reserves were approved by the Executive Committee on 10 February 2021. The Resource position is outlined in Appendix A.
- 5.2. The forecast cost of COVID-19 is £6.409 million. This is the net effect of expenditure of £5.559 million as outlined in Appendix I, a loss of income totalling £0.517 million within Finance - Transactions, Administration, Legal and Licensing and Communications and Strategy (being £0.010 million, £0.452 million and £0.055 million, respectively), savings that have not been achieved totalling £0.354 million and finally unspent budget of £0.021 million which will contribute towards the costs.
- 5.3. **Position as at 29 January 2021:** As at 29 January 2021, the Resource position is an overspend of £4.640 million after approved transfers to reserves.
- 5.4. This includes the net costs of COVID-19 totalling £4.610 million.
- 5.5. The budget included in Appendix I for COVID-19 relates to Scottish Government funding in relation to COVID-19 Business Support Grants.
- 5.6. Virements are proposed to realign budgets. These movements are detailed in the appendices to this report, as appropriate.

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 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.

8. Equality Impact Assessment and Consultation Arrangements

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

Paul Manning

Executive Director (Finance and Corporate Resources)

10 February 2021

Link(s) to Council Values/Ambitions/Objectives

- ◆ Value: Accountable, Effective, Efficient and Transparent

Previous References

- ◆ Finance and Corporate Resources Committee – 20 January 2021

List of Background Papers

- ◆ Financial ledger and budget monitoring results to 29 January 2021

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

Finance and Corporate Resources Committee: Period Ended 29 January 2021 (No.11)

Finance and Corporate Resources Summary

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTERS Transfers	Budget Proportion 29/01/21	Actual BEFORE Transfers 29/01/21	Variance 29/01/21	% Variance 29/01/21
	£000	£000	£000	£000	£000	£000	£000	
Employee Costs	33,932	35,037	(1,105)	(1,105)	27,508	28,418	(910)	over (3.3%)
Property Costs	4,096	4,207	(111)	(183)	1,780	1,875	(95)	over (5.3%)
Supplies & Services	6,949	10,568	(3,619)	(3,619)	6,384	8,586	(2,202)	over (34.5%)
Transport & Plant	104	47	57	32	80	51	29	under 36.3%
Administration Costs	8,475	7,628	847	847	6,430	5,766	664	under 10.3%
Payments to Other Bodies	52,561	52,256	305	299	46,406	46,166	240	under 0.5%
Payments to Contractors	265	278	(13)	(13)	217	218	(1)	over (0.5%)
Transfer Payments	70,687	69,754	933	933	54,714	53,734	980	under 1.8%
Financing Charges	1,040	1,164	(124)	(124)	926	1,114	(188)	over (20.3%)
Total Controllable Exp.	178,109	180,939	(2,830)	(2,933)	144,445	145,928	(1,483)	over (1.0%)
Total Controllable Inc.	(142,353)	(138,847)	(3,506)	(3,506)	(109,045)	(105,977)	(3,068)	under recovered (2.8%)
Net Controllable Exp.	35,756	42,092	(6,336)	(6,439)	35,400	39,951	(4,551)	over (12.9%)
Transfer to Reserves (as at 29/01/21)	0	0	0	0	0	89	(89)	over n/a
Position After Transfers to Reserves (as at 29/01/21)	35,758	42,092	(6,336)	(6,439)	35,400	40,040	(4,640)	over (13.1%)

Variance Explanations

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

Budget Virements

Budget virements are shown in Appendices B to I as appropriate.

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 29 January 2021 (No.11)

Finance - Strategy Services

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTERS Transfers	Budget Proportion	Actual BEFORE Transfers	Variance	% Variance	Note
	29/01/21	29/01/21	29/01/21	29/01/21	29/01/21	29/01/21	29/01/21	29/01/21	
	£000	£000	£000	£000	£000	£000	£000		
Employee Costs	2,978	2,985	(7)	(7)	2,432	2,438	(6)	over	(0.2%) a
Property Costs	0	0	0	0	0	0	0	-	n/a
Supplies & Services	19	25	(6)	(6)	17	22	(5)	over	(29.4%)
Transport & Plant	0	0	0	0	0	1	(1)	over	n/a
Administration Costs	112	122	(10)	(10)	108	106	2	under	1.9%
Payments to Other Bodies	495	504	(9)	(9)	344	343	1	under	0.3%
Payments to Contractors	22	19	3	3	17	12	5	under	29.4%
Transfer Payments	0	0	0	0	0	0	0	-	n/a
Financing Charges	16	15	1	1	13	11	2	under	15.4%
Total Controllable Exp.	3,642	3,670	(28)	(28)	2,931	2,933	(2)	over	(0.1%)
Total Controllable Inc.	(1,677)	(1,704)	27	27	(25)	(31)	6	over recovered	24.0% a
Net Controllable Exp.	1,965	1,966	(1)	(1)	2,906	2,902	4	under	0.1%
Transfer to Reserves (as at 29/01/21)	0	0	0	0	0	0	0	-	
Position After Transfers to Reserves (as at 29/01/21)	1,965	1,966	(1)	(1)	2,906	2,902	4	under	

Budget Virements

a. Budget realignment to reflect staff recharges. Net Effect £0.000m: Employee Costs £0.130m, and Income (£0.130m).

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 29 January 2021 (No.11)

Finance - Transactions Services

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion	Actual BEFORE Transfers	Variance	% Variance	Note
	£000	£000	£000	£000	29/01/21	29/01/21	29/01/21	29/01/21	
					£000	£000	£000		
Employee Costs	11,299	11,317	(18)	(18)	9,198	9,175	23	under	0.3%
Property Costs	3,240	3,218	22	22	1,115	1,066	49	under	4.4% 1
Supplies & Services	812	782	30	30	677	643	34	under	5.0%
Transport & Plant	7	1	6	6	5	2	3	under	60.0%
Administration Costs	1,478	1,340	138	138	1,246	1,173	73	under	5.9% 2, a
Payments to Other Bodies	0	0	0	0	0	0	0	-	n/a
Payments to Contractors	243	256	(13)	(13)	200	206	(8)	over	(3.0%)
Transfer Payments	70,687	69,574	1,113	1,113	54,714	53,647	1,067	under	2.0% 3
Financing Charges	104	98	6	6	78	77	1	under	1.3%
Total Controllable Exp.	87,870	86,586	1,284	1,284	67,233	65,989	1,244	under	1.9%
Total Controllable Inc.	(74,184)	(72,902)	(1,282)	(1,282)	(54,225)	(52,957)	(1,268)	under recovered	(2.3%) 4, a
Net Controllable Exp.	13,686	13,684	2	2	13,008	13,032	(24)	over	(0.2%)
Transfer to Reserves (as at 29/01/21)	0	0	0	0	0	0	0	-	
Position After Transfers to Reserves (as at 29/01/21)	13,686	13,684	2	2	13,008	13,032	(24)	over	

Variance Explanations**1. Property Costs**

The underspend relates to the profile of Scottish Welfare Fund payments made to date, offset by increased Administration Costs (see 2 below).

2. Administration Costs

The underspend is due to lower than anticipated legal fees to date, partially offset by increased Scottish Welfare Fund payments (see 1 above).

3. Transfer Payments

The underspend is due to the current profile of Housing Benefit payments and is offset in part by an under recovery of income (see 4 below).

4. Income

The under recovery relates to the under recovery of Housing Benefit Subsidy income, offset by reduced expenditure (see 3 above). In addition, there is an under recovery of income from Housing Benefit Overpayments and Statutory Additions.

Budget Virements

a. Scottish Welfare Fund additional funding Net Effect £0.000m: Administration Costs £0.237m, and Income (£0.237m)

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 29 January 2021 (No.11)

Audit Services

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion	Actual BEFORE Transfers	Variance	% Variance 29/01/21		Note
	£000	£000	£000	£000	29/01/21	29/01/21	29/01/21			
	£000	£000	£000	£000	£000	£000	£000			
Employee Costs	625	640	(15)	(15)	507	521	(14)	over	(2.8%)	a
Property Costs	0	0	0	0	0	0	0	-	n/a	
Supplies & Services	7	7	0	0	7	4	3	under	42.9%	
Transport & Plant	0	0	0	0	0	0	0	-	n/a	
Administration Costs	7	4	3	3	4	3	1	under	25.0%	
Payments to Other Bodies	0	0	0	0	0	0	0	-	n/a	
Payments to Contractors	0	0	0	0	0	0	0	-	n/a	
Transfer Payments	0	0	0	0	0	0	0	-	n/a	
Financing Charges	4	4	0	0	4	3	1	under	25.0%	
Total Controllable Exp.	643	655	(12)	(12)	522	531	(9)	over	(1.7%)	
Total Controllable Inc.	(313)	(325)	12	12	(38)	(47)	9	over recovered	23.7%	a
Net Controllable Exp.	330	330	0	0	484	484	0	-	0.0%	
Transfer to Reserves (as at 29/01/21)	0	0	0	0	0	0	0	-		
Position After Transfers to Reserves (as at 29/01/21)	330	330	0	0	484	484	0	-		

Budget Virements

a. Realignment of budget for European Social Fund Income. Net Effect £0.000m: Employee Costs £0.090m and Income (£0.090m).

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 29 January 2021 (No.11)

Information Technology Services

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion	Actual BEFORE Transfers	Variance		% Variance	Note
	£000	£000	£000	£000	29/01/21	29/01/21	29/01/21		29/01/21	
	£000	£000	£000	£000	£000	£000	£000			
Employee Costs	5,393	5,676	(283)	(283)	4,384	4,634	(250)	over	(5.7%)	1, a
Property Costs	586	468	118	118	458	370	88	under	19.2%	2, b
Supplies & Services	5,075	4,818	257	257	4,824	4,604	220	under	4.6%	3, c, d, e
Transport & Plant	4	0	4	4	4	2	2	under	50.0%	
Administration Costs	2,059	2,023	36	36	1,547	1,440	107	under	6.9%	4
Payments to Other Bodies	0	0	0	0	0	0	0	-	n/a	
Payments to Contractors	0	0	0	0	0	0	0	-	n/a	
Transfer Payments	0	0	0	0	0	0	0	-	n/a	
Financing Charges	499	572	(73)	(73)	501	584	(83)	over	(16.6%)	5
Total Controllable Exp.	13,616	13,557	59	59	11,718	11,634	84	under	0.7%	
Total Controllable Inc.	(8,424)	(8,052)	(372)	(372)	(5,645)	(5,280)	(365)	under recovered	(6.5%)	6, d, e
Net Controllable Exp.	5,192	5,505	(313)	(313)	6,073	6,354	(281)	over	(4.6%)	
Transfer to Reserves (as at 29/01/21)	0	0	0	0	0	0	0	-		
Position After Transfers to Reserves (as at 29/01/21)	5,192	5,505	(313)	(313)	6,073	6,354	(281)	over		

Variance Explanations

- Employee Costs**
The overspend is mainly due to lower than anticipated staff turnover across the Service to date.
- Property Costs**
The underspend is due to the level of utilities expenditure at the Caird Centre.
- Supplies and Services**
The underspend reflects the timing of spend for IT systems to date and the timing of the Caird Centre replacement programme.
- Administration Costs**
The underspend is due to lower than anticipated telephone charges to date. This is offset by an under recovery in Income (see 6 below).
- Financing Charges**
The overspend is due to the level of new IT Equipment leases.
- Income**
The income under recovery relates to external income for services provided at Caird, and lower than anticipated recharges for telephone costs which are offset by an underspend within Administration Costs (see 4 above).

Budget Virements

- Transfer from Reserves to reflect current service delivery. Net Effect £0.285m: Employee Costs £0.285m.
- Transfer from centrally held budgets for Utilities. Net Effect £0.082m: Property Costs £0.082m.
- Transfer from Reserves for IT licences. Net Effect £0.305m: Supplies and Services Costs £0.305m.
- Budget Realignment for IT Licences. Net Effect £0.000m: Supplies and Services £0.237m and income (£0.237m).
- External Income Realignment for Microsoft Licences. Net Effect £0.000m: Supplies and Services £0.157m, and Income (£0.157m)

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 29 January 2021 (No.11)

Personnel Services

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion	Actual BEFORE Transfers	Variance	% Variance	Note
	£000	£000	£000	£000	29/01/21	29/01/21	29/01/21	29/01/21	
	£000	£000	£000	£000	£000	£000	£000		
Employee Costs	7,763	7,659	104	104	6,269	6,121	148	under	2.4% 1,a,b
Property Costs	252	159	93	21	191	108	83	under	43.5% 2
Supplies & Services	298	235	63	63	242	186	6	under	23.1% 3
Transport & Plant	51	8	43	18	33	8	25	under	75.8%
Administration Costs	1,393	1,305	88	88	888	845	43	under	4.8% 4,a,c
Payments to Other Bodies	3,662	3,419	243	237	1,214	1,026	188	under	15.5% 5,c,d,e
Payments to Contractors	0	0	0	0	0	0	0	-	n/a
Transfer Payments	0	0	0	0	0	0	0	-	n/a
Financing Charges	39	69	(30)	(30)	39	41	(2)	over	(5.1%)
Total Controllable Exp.	13,458	12,854	604	501	8,876	8,335	541	under	6.1%
Total Controllable Inc.	(4,119)	(3,616)	(503)	(503)	(1,246)	(796)	(450)	under recovered	(36.1%) 6,a,e
Net Controllable Exp.	9,339	9,238	101	(2)	7,630	7,539	91	under	1.2%
Transfer to Reserves (as at 29/01/21)	0	0	0	0	0	89	(89)	over	
Position After Transfers to Reserves (as at 29/01/21)	9,339	9,238	101	(2)	7,630	7,628	2	under	

Variance Explanations

1. Employee Costs

The net underspend is due to a reduced requirement within Employee Costs for Modern Apprentices this year. This is partially offset by an overspend reflecting lower than anticipated turnover.

2. Property Costs

The underspend reflects reduced spend on health and hygiene materials within the Free Sanitary Products programme, due to public buildings being closed as a result of COVID-19.

3. Supplies and Services

The underspend reflects lower expenditure within the Cafes, which are closed due to COVID, offset by an under recovery of income (see 6 below).

4. Administration Costs

The underspend reflects reduced training expenditure as a result of COVID-19.

5. Payments to Other Bodies

The underspend reflects lower than anticipated expenditure within the Employability Programme due to the timing of commencement of projects as a result of COVID-19.

6. Income

The under recovery reflects lower than anticipated income from the Cafes, which are currently closed due to COVID-19, offset by a reduction in expenditure (see 3 above).

Budget Virements

- Additional funding for Banks Renewables Connect 2 Programme. Net Effect £0.000m: Employee Costs £0.050m, Administration Costs £0.105m, Income (£0.155m).
- Transfer of Modern Apprenticeship Employability funding from Social Work Resources. Net Effect £0.119m: Employee Costs £0.119m.
- Reversal of previous transfers to reserves for the Leadership Programme, British Sign Language and Free Sanitary Provision following completion of Probable Outturn exercise. Net Effect (£0.104m): Administration Costs (£0.015m), Payments to Other Bodies (£0.089m).
- Transfer from Reserves for Connect 2 Programme. Net Effect £0.037m: Payments to Other Bodies £0.037m.
- Additional funding from Scottish Government Youth Guarantee Fund. Net Effect £0.000m: Payments to Other Bodies £0.441m, Income (£0.441m).

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 29 January 2021 (No.11)

Administration, Legal and Licensing Services

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion	Actual BEFORE Transfers	Variance	% Variance	Note
	29/01/21	29/01/21	29/01/21	29/01/21	29/01/21	29/01/21	29/01/21	29/01/21	
	£000	£000	£000	£000	£000	£000	£000		
Employee Costs	4,107	4,271	(164)	(164)	3,276	3,417	(141)	over	(4.3%) 1
Property Costs	18	5	13	13	16	3	13	under	81.3%
Supplies & Services	125	149	(24)	(24)	103	122	(19)	over	(18.4%)
Transport & Plant	14	12	2	2	11	11	0	-	0.0%
Administration Costs	2,157	2,057	100	100	1,668	1,609	59	under	3.5% 2
Payments to Other Bodies	679	514	165	165	643	495	148	under	23.0% 3
Payments to Contractors	0	0	0	0	0	0	0	-	n/a
Transfer Payments	0	0	0	0	0	0	0	-	n/a
Financing Charges	32	59	(27)	(27)	29	44	(15)	over	(51.7%)
Total Controllable Exp.	7,132	7,067	65	65	5,746	5,701	45	under	0.8%
Total Controllable Inc.	(2,910)	(2,294)	(616)	(616)	(1,644)	(1,143)	(501)	under recovered	(30.5%) 4
Net Controllable Exp.	4,222	4,773	(551)	(551)	4,102	4,558	(456)	over	(11.1%)
Transfer to Reserves (as at 29/01/21)	0	0	0	0	0	0	0	-	
Position After Transfers to Reserves (as at 29/01/21)	4,222	4,773	(551)	(551)	4,102	4,558	(456)	over	

Variance Explanations

1. Employee Costs

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

2. Administration Costs

The underspend is mainly due to lower than anticipated expenditure on printing and stationery, and also a reduction in expenditure on civic events which have not taken place due to COVID, offset by an under recovery of income (see 4 below).

3. Payments to Other Bodies

The underspend reflects a reduction in uptake levels this financial year of grants to voluntary organisations.

4. Income

The under recovery of income relates to income from civic events which have not taken place due to COVID, offset by a reduction in expenditure (see 2 above). In addition, income from licensing and registration has been lower than anticipated due to COVID.

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 29 January 2021 (No.11)

Communications and Strategy Services

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion	Actual BEFORE Transfers	Variance		% Variance	Note
	£000	£000	£000	£000	29/01/21	29/01/21	29/01/21		29/01/21	
	£000	£000	£000	£000	£000	£000	£000			
Employee Costs	1,767	1,713	54	54	1,442	1,400	42	under	2.9%	1
Property Costs	0	0	0	0	0	0	0	-	n/a	
Supplies & Services	613	423	190	190	514	409	105	under	20.4%	2
Transport & Plant	28	26	2	2	27	27	0	-	0.0%	
Administration Costs	1,269	760	509	509	969	557	412	under	42.5%	3,a
Payments to Other Bodies	6	0	6	6	4	1	3	under	75.0%	
Payments to Contractors	0	3	(3)	(3)	0	0	0	-	n/a	
Transfer Payments	0	0	0	0	0	0	0	-	n/a	
Financing Charges	346	347	(1)	(1)	262	263	(1)	over	(0.4%)	a
Total Controllable Exp.	4,029	3,272	757	757	3,218	2,657	561	under	17.4%	
Total Controllable Inc.	(3,007)	(2,235)	(772)	(772)	(2,021)	(1,465)	(556)	under recovered	(27.5%)	4,a
Net Controllable Exp.	1,022	1,037	(15)	(15)	1,197	1,192	5	under	0.4%	
Transfer to Reserves (as at 29/01/21)	0	0	0	0	0	0	0	-		
Position After Transfers to Reserves (as at 29/01/21)	1,022	1,037	(15)	(15)	1,197	1,192	5	under		

Variance Explanations

- Employee Costs**
The underspend is due to vacant posts within the Service.
- Supplies and Services**
The underspend reflects lower than anticipated computer maintenance costs and a reduction in expenditure in relation to external mail.
- Administration Costs**
The underspend relates to a reduction in advertising costs, and the cost of printing from multi-functional devices a result of COVID, offset by an under recovery of income from recharges (see 4 below).
- Income**
The net under recovery of income reflects the impact of COVID-19 on the work of the service, including recharges for advertising and multi-functional devices (see 3 above).

Budget Virements

- Realignment of budget for postages and multi-functional devices. Net Effect £0.000m. Administration Costs £0.380m, Financing Charges £0.020m and Income (£0.400m).

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report

Finance and Corporate Resources Committee: Period Ended 29 January 2021 (No.11)

COVID - 19

Budget Category	Annual Budget	Forecast for Year BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion	Actual BEFORE Transfers	Variance	% Variance	Note
	£000	£000	£000	£000	29/01/21	29/01/21	29/01/21	29/01/21	
Employee Costs	0	776	(776)	(776)	0	712	(712)	over	1
Property Costs	0	357	(357)	(357)	0	328	(328)	over	2
Supplies & Services	0	4,129	(4,129)	(4,129)	0	2,596	(2,596)	over	3
Transport & Plant	0	0	0	0	0	0	0	-	
Administration Costs	0	17	(17)	(17)	0	33	(33)	over	4
Payments to Other Bodies	47,719	47,819	(100)	(100)	44,201	44,301	(100)	over	5
Payments to Contractors	0	0	0	0	0	0	0	-	
Transfer Payments	0	180	(180)	(180)	0	87	(87)	over	6
Financing Charges	0	0	0	0	0	91	(91)	over	7
Total Controllable Exp.	47,719	53,278	(5,559)	(5,559)	44,201	48,148	(3,947)	over	
Total Controllable Inc.	(47,719)	(47,719)	0	0	(44,201)	(44,258)	57	over recovered	8
Net Controllable Exp.	0	5,559	(5,559)	(5,559)	0	3,890	(3,890)	over	
Transfer to Reserves (as at 29/01/21)	0	0	0	0	0	0	0	-	
Position After Transfers to Reserves (as at 29/01/21)	0	5,559	(5,559)	(5,559)	0	3,890	(3,890)	over	

Variance Explanations**1. Employee Costs**

The overspend relates to overtime and includes the cost of the wellbeing helpline and also additional time required to process the Business Support Grants, and other benefits including Social Welfare Payments and Council Tax Reduction Scheme applications in relation to COVID-19.

2. Property Costs

This overspend relates to fuel payments made to individuals.

3. Supplies and Services

The overspend relates mainly to Free School Meals and Winter Payments. The overspend also includes IT expenditure including licences and devices to support staff working from home.

4. Administration Costs

The overspend relates to printing and postage costs in relation to COVID-19.

5. Payments to Other Bodies

The overspend relates to expenditure on Tenancy Assistance and is offset by Scottish Government COVID grant funding.

6. Transfer Payments

This overspend relates to Discretionary Housing Payments, offset in part by benefit subsidy income (see 8 below).

7. Financing Charges

This overspend relates to IT leasing costs associated with homeworking.

8. Income

The over recovery relates to benefit subsidy income (see 6 above).

Report

5

Report to:	Finance and Corporate Resources Committee
Date of Meeting:	17 March 2021
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Capital Budget Monitoring 2020/2021 - Finance and Corporate Resources
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1. Purpose of Report

1.1. The purpose of the report is to:

- ♦ provide information on the progress of the capital programme for Finance and Corporate Resources for the period 1 April 2020 to 29 January 2021

2. Recommendation(s)

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

- (1) that the Finance and Corporate Resources capital programme of £3.282 million, and expenditure to date of £1.563 million, be noted; and
- (2) that the projected outturn of £2.9 million be noted.

3. Background

3.1. This is the fourth capital monitoring report presented to the Finance and Corporate Resources Committee for the financial year 2020/2021. A final report will be presented following the end of the financial year.

3.2. As noted in the last report to this Committee (20 January 2021), the budget for Finance and Corporate Resources for financial year 2020/2021, including carry forward, was £3.644 million.

3.3. Since that meeting, the Executive Committee on 10 February 2021 agreed changes to the Finance and Corporate Resources Capital Programme. These adjustments total a decrease of £0.362 million and the details are shown in Appendix A. This takes the Finance and Corporate Resources programme for 2020/2021 to £3.282 million.

3.4. The report details the financial position for Finance and Corporate Resources in Appendix A.

4. Employee Implications

4.1. There are no employee implications as a result of this report.

5. Financial Implications

5.1. As detailed in Section 3.3, the revised capital programme for Finance and Corporate Resources for 2020/2021 is £3.282 million. Spend to 29 January 2021 totals £1.563 million.

5.2. 2020/2021 Outturn

Work has been ongoing to monitor the predicted spend position for this financial year and current estimates from Finance and Corporate Resources suggest an outturn of £2.9 million, an underspend of £0.382 million.

- 5.3. The progression of a number of projects has been impacted by the ongoing lockdowns due to Covid-19. These include some IT Infrastructure refresh projects where the budget is now required in 2021/2022 rather than 2020/2021. Funding will carry forward into next financial year.

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 that there is an overspend. The risk has been assessed as low given the detailed project management plans prepared and monitored for each project. The risk of overspend is managed through four weekly Investment Management Meetings.

8. Equality Impact Assessment and Consultation Arrangements

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

Paul Manning

Executive Director (Finance and Corporate Resources)

24 February 2021

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, Effective, Efficient and Transparent

Previous References

- ◆ Finance and Corporate Resources Committee, 20 January 2021
- ◆ Executive Committee, 10 February 2021

List of Background Papers

- ◆ Financial ledger to 29 January 2021

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
Capital Expenditure 2020-2021
Finance and Corporate Resources Programme
For Period 1 April 2020 – 29 January 2021**

<u>Finance and Corporate Resources</u>	Total Original Budget £000	Budget Adjustments £000	Slippage £000	Total Budget £000	Actual Expenditure £000
Information Technology Services	4,749	(362)	(1,105)	3,282	1,563
TOTAL	4,749	(362)	(1,105)	3,282	1,563

For Information Only

Budget Adjustments presented to Executive Committee 10 February 2021:

Digital Transformation – Licences (£0.362m)

Total Budget Adjustments (£0.362m)

Report

6

Report to: **Finance and Corporate Resources Committee**
 Date of Meeting: **17 March 2021**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Finance and Corporate Resources – Workforce
Monitoring – November to December 2020**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for the period November to December 2020 relating to Finance and Corporate Resources

2. Recommendation(s)

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

(1) that the following employment information for the period November to December 2020 relating to Finance and Corporate Resources be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ staffing watch as at 12 December 2020

3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to Committee. This report for Finance and Corporate Resources provides information on the position for the period November to December 2020.

4. Monitoring Statistics

4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of December 2020 for Finance and Corporate Resources.

The Resource absence figure for December 2020 was 2.8%, which has decreased by 0.4% when compared to last month and is 2.8% lower than the Council-wide figure. Compared to December 2019, the Resource absence figure has decreased by 1.7%.

Based on the absence figures at December 2020 and annual trends, the projected annual average absence for the Resource for 2020/2021 is 3.0%, compared to a Council-wide average figure of 4.4%.

For the financial year 2020/2021, the projected average days lost per employee equates to 6.1 days, compared with the overall figure for the Council of 9.4 days per employee.

Managers follow the procedures outlined in the Maximising Attendance Policy to support employees to remain at work, or to return to work after a sickness absence. There are comprehensive employee supports in place and additionally, Personnel Services work in close partnership with line managers and Resource Management Teams on a case management basis to ensure that appropriate actions are taken.

The attendance information contained in this report includes absences as a result of Covid-19, and employees are being supported through this difficult time to maintain attendance levels where they can. As this report was being prepared, at 10 February 2021, the Council overall absence level was 5.65% with 1.53% of this relating to Covid-19 for sickness and special leave.

4.2. Occupational Health (Appendix 2)

In terms of referrals to occupational health, which include medical examinations and physiotherapy, 42 referrals were made this period, a decrease of 2 when compared with the same period last year.

4.3. Accident/Incident Statistics (Appendix 2)

There were no accidents/incidents recorded within the Resource this period, a decrease of 5 when compared with the same period last year.

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

There were no disciplinary hearings held within the Resource this period, which remains unchanged when compared with the same period last year. There was 1 grievance raised within the Resource this period, which is an increase of 1 when compared with the same period last year. There were no Dignity at Work complaints raised within the Resource this period, which remains unchanged when compared with the same period last year.

4.5. Analysis of Leavers (Appendix 2)

There was 1 leaver in the Resource this period who was eligible for an exit interview. This figure remains unchanged when compared with the same period last year. Exit interviews were held with 0% of employees, compared with 100% for the same period last year.

4.6. When processing an employee termination, managers are asked to identify whether they intend to replace the employee who had left the Council. If they indicate that they do not intend to replace the employee, they are asked to select from four options:-

- ◆ plan to hold for savings
- ◆ fill on a fixed term basis pending savings
- ◆ transfer budget to another post
- ◆ end of fixed term contract

4.7. Appendix 2a provides a breakdown of vacant posts and whether these are being replaced or held for savings. In the period November to December 2020, 7 employees in total left employment. Managers indicated that all posts are being replaced.

5. Staffing Watch

- 5.1. There has been a decrease of 15 in the number of employees in post from 14 September 2020 to 12 December 2020.

6. Employee Implications

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

7. Financial Implications

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

8. Climate Change, Sustainability and Environmental Implications

- 8.1. There are no climate change, sustainability or environmental implications arising from the information presented in this report.

9. Other Implications

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

10. Equality Impact Assessment and Consultation Arrangements

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

Paul Manning

Executive Director (Finance and Corporate Resources)

9 February 2021

Link(s) to Council Values/Ambitions/Objectives

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

Previous References

- ◆ Finance and Corporate Resources, 20 January 2021

List of Background Papers

- ◆ Monitoring information provided by Finance and Corporate Resources.

Contact for Further Information

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

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E-mail: Laurane.Rhind@southlanarkshire.gov.uk

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021
Finance and Corporate Resources

APT&C				Manual Workers				Resource Total				Council Wide				
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021	
April	3.1	3.5	3.5	April	8.6	7.1	8.5	April	3.2	3.6	3.6	April	4.1	4.0	4.4	
May	3.3	3.2	2.3	May	0.4	0.0	16.0	May	3.2	3.2	2.4	May	4.2	4.4	3.1	
June	2.5	3.3	1.9	June	0.0	0.5	7.4	June	2.5	3.2	1.9	June	4.3	4.4	2.7	
July	2.9	3.3	2.0	July	0.0	2.4	3.5	July	2.9	3.2	2.0	July	3.4	3.4	2.3	
August	2.8	3.6	1.8	August	0.4	5.9	12.1	August	2.8	3.6	2.0	August	3.6	3.7	3.1	
September	3.1	3.3	2.3	September	0.0	3.5	13.4	September	3.0	3.3	2.4	September	4.4	4.5	4.2	
October	3.6	3.7	3.2	October	0.0	3.6	10.2	October	3.6	3.7	3.3	October	4.4	4.6	4.8	
November	4.6	3.9	3.1	November	0.0	2.6	11.4	November	4.6	3.8	3.2	November	5.1	5.5	5.8	
December	3.8	4.6	2.7	December	0.0	1.3	11.4	December	3.8	4.5	2.8	December	4.8	5.7	5.6	
January	3.6	3.9		January	0.0	0.0		January	3.5	3.9		January	4.9	5.3		
February	3.7	4.1		February	2.3	7.6		February	3.6	4.1		February	5.2	5.6		
March	3.2	4.5		March	9.8	4.6		March	3.3	4.5		March	4.9	6.2		
Annual Average	3.4	3.7	2.9	Annual Average	1.8	3.3	8.8	Annual Average	3.3	3.7	3.0	Annual Average	4.4	4.8	4.4	
Average Apr-Dec	3.3	3.6	2.5	Average Apr-Dec	1.0	3.0	10.4	Average Apr-Dec	3.3	3.6	2.6	Average Apr-Dec	4.3	4.5	4.0	
No of Employees at 31 December 2020			944	No of Employees at 31 December 2020		9		No of Employees at 31 December 2020			953		No of Employees at 31 December 2020			15813

For the financial year 2020/21, the projected average days lost per employee equates to 6.1 days.

FINANCE AND CORPORATE RESOURCES

	Nov - Dec 2019	Nov - Dec 2020
MEDICAL EXAMINATIONS		
Number of Employees Attending	10	12
EMPLOYEE COUNSELLING SERVICE		
Total Number of Referrals	0	0
PHYSIOTHERAPY SERVICE		
Total Number of Referrals	25	14
REFERRALS TO EMPLOYEE SUPPORT OFFICER		
	9	16
REFERRALS TO COGNITIVE BEHAVIOUR THERAPY		
	0	0
TOTAL	44	42

CAUSE OF ACCIDENTS/INCIDENTS	Nov - Dec 2019	Nov - Dec 2020
Violent Incident: Physical****	1	0
Violent Incident: Verbal*****	4	0
Total Accidents/Incidents	5	0

*A Specified Injury is any fracture (other than to the fingers, thumbs or toes), amputation, loss of sight, serious burns, crushing injury, scalping, loss of consciousness caused by asphyxiation/ head injury, a chemical or hot metal burn to the eye or penetrating injury as defined by the HSE.

**Over 3 day / over 7 day absence is an injury sustained outwith specified injury category that results in a period of absence of absence as defined by the HSE.

***Near Miss - Any unexpected, unplanned occurrence (except Dangerous Occurrences) that does not lead to injury of persons, damage to property, plant or equipment but may have done so in different circumstance.

****Physical violent incidents are included in the "Specified" figures, where applicable, to provide the "Total Specified" figures.

****Physical violent incidents and ***** Verbal Violent Incidents are included in the "Over 3-day or Over 7-day" figures, where applicable, to provide the "Total Over 3-day or Over 7-day" figures.

****Physical Violent Incidents and ***** Verbal Violent Incidents are included in the "Minor" figures, where applicable, to provide the "Total Minor" figures.

RECORD OF DISCIPLINARY HEARINGS	Nov - Dec 2019	Nov - Dec 2020
Total Number of Hearings	0	0

RECORD OF GRIEVANCE HEARINGS	Nov - Dec 2019	Nov - Dec 2020
Number of Grievances	0	1
Still in Progress	0	1

RECORD OF DIGNITY AT WORK	Nov - Dec 2019	Nov - Dec 2020
Number of Incidents	0	0

ANALYSIS OF REASONS FOR LEAVING	Nov - Dec 2019	Nov - Dec 2020
Poor Relationship with Manager/Colleagues	1	0
Number of Exit Interviews conducted	1	0

Total Number of Leavers Eligible for Exit Interview	1	1
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Percentage of interviews conducted	100%	0%
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	Nov - Dec 2020		Reconciliation figure		Cumulative total	
			Apr - Oct 2020			
	FTE*	H/C**	FTE	H/C	FTE	H/C
Terminations/Leavers	4.59	7	20.37	25	24.96	32
Being replaced	4.59	7	19.37	24	23.96	31
Filled on fixed term basis	0.00	0	0.00	0	0.00	0
Plan to transfer this budget to another post	0.00	0	0.00	0	0.00	0
End of fixed term contract	0.00	0	0.00	0	0.00	0
Held pending service Review	0.00	0	0.00	0	0.00	0
Plan to remove for savings	0.00	0	1.00	1	1.00	1

* Full time equivalent

** Head count/number of employees

**JOINT STAFFING WATCH RETURN
FINANCE AND CORPORATE RESOURCES**

1. As at 12 December 2020

Total Number of Employees									
MALE		FEMALE		TOTAL					
F/T	P/T	F/T	P/T						
200	16	351	303	870					
*Full - Time Equivalent No of Employees									
Salary Bands									
Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
2.00	111.50	340.25	228.96	54.54	25.10	6.00	1.00	0.00	769.35

1. As at 14 September 2020

Total Number of Employees				
MALE		FEMALE		TOTAL
F/T	P/T	F/T	P/T	
203	16	359	307	885

*Full - Time Equivalent No of Employees

Salary Bands

Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
2.00	116.60	345.47	229.92	56.54	25.10	6.00	1.00	0.00	782.63

Report

7

Report to:	Finance and Corporate Resources Committee
Date of Meeting:	17 March 2021
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Council-wide Workforce Monitoring – November to December 2020
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information relating to the Council for the period November to December 2020

2. Recommendation(s)

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

(1) that the following employment information for the period November to December 2020 relating to the Council be noted:-

- ◆ attendance statistics
- ◆ occupational health
- ◆ accident/incident statistics
- ◆ discipline, grievance and Dignity at Work cases
- ◆ analysis of leavers and exit interviews
- ◆ recruitment monitoring
- ◆ staffing watch as at 12 December 2020

3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to the Committee. This report for the Council provides information on the position for the period November to December 2020.

4. Attendance Statistics

4.1. Information on absence statistics for the Council and each Resource, as analysed for December 2020, is provided in Appendices 1 to 8. Points to note are:-

The Council's absence rate for December 2020, shown in Appendix 1, is 5.6%, which represents a decrease of 0.2% when compared with last month and the figure has decreased by 0.1% when compared to December 2019.

When compared to December 2019, the APT&C absence rate has decreased by 0.4%, the teachers' figure has increased by 0.9% and the manual workers' figure has decreased by 0.3%.

Based on annual trends and the absence rate to December 2020, the projected average absence rate for the Council for the financial year 2020/2021 is 4.4%.

For the financial year 2020/2021, the projected average days lost per employee equates to 9.4 days.

In comparison to December 2019 (Appendix 8):-

- ◆ Psychological and respiratory conditions are the main reasons for absence.
- ◆ Total days lost due to psychological conditions have increased by 918 days.
- ◆ Total days lost due to respiratory conditions have increased by 2295 days.
- ◆ Total days lost due to musculoskeletal conditions have decreased by 1085 days.
- ◆ Total days lost due to stomach, bowel, blood and metabolic disorders have decreased by 1037 days.

The attendance information contained in this report includes absences as a result of Covid-19 which began to impact on attendance figures from March 2020. After the numbers of respiratory absences peaked in March they reduced significantly from April to July, albeit still at much higher rates than the same period in 2019. Since August, the numbers of respiratory absences have continued to increase and are now at slightly higher than levels than in March and April. As this report was being prepared, at 10 February 2021, the Council's overall absence level was 5.65% with 1.53% of this relating to Covid-19 for sickness and special leave.

Psychological absences saw a reducing trend from March through to July 2020 but this began to increase from August with psychological being the main reason for absence. The majority (87%) of psychological absences relate to personal reasons and just under 10% of referrals in December were due to anxiety around Covid-19.

Referring to Appendix 7, short-term absence reduced from March to July but there has since been a gradual increase to 2.1% in November, with a dip to 1.6% in December. This reduction in short term absence coincided with an increase in long term absence to 4.0% in December after steadily increasing since July.

5. Occupational Health

5.1. Information on Occupational Health for the period November to December 2020 is provided in Appendix 9.

- ◆ during the period there were 285 employees referred for a medical examination, an increase of 11 when compared to the same period last year. Both musculoskeletal and psychological conditions continue to be the main reason for medical referrals.
- ◆ a total of 235 employees attended physiotherapy treatment, showing a decrease of 92 when compared to the same period last year. Of the 235 employees referred, 58% remained at work whilst undertaking treatment.
- ◆ during this period 320 employees were referred to the Employee Support Officer, showing an increase of 53 when compared with the same period last year. Of the referrals made this period, 85% related to personal reasons.
- ◆ 78 employees were referred to the PAM Assist counselling service this period, showing a decrease of 42 when compared with the same period last year. All of the referrals made this period were from management and none were made directly by employees. Personal reasons accounted for 75% of the referrals made, 8% were for work related reasons and 17% were for other reasons.
- ◆ 21 employees were referred for Cognitive Behavioural Therapy this period, this figure has decreased by 1 when compared to the same period last year.

6. Accidents/Incidents

6.1. The accident/incident report for November to December 2020 is contained in Appendix 10.

- ◆ the number of accidents/incidents recorded was 125, this figure has decreased by 125 from the same period last year.
- ◆ there was 1 specified injury recorded, this figure remains unchanged from the same period last year.
- ◆ there were 117 minor accidents/incidents, this figure has decreased by 119 from the same period last year.
- ◆ there were 3 accidents resulting in an absence lasting over 3 days during the period, this figure remains unchanged from the same period last year.
- ◆ there were 4 accidents resulting in an absence lasting over 7 days during the period, this figure has decreased by 6 from the same period last year.

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

7.1. Information on Disciplinary, Grievance Hearings, Dignity at Work and Mediation Referrals for November to December 2020 is contained in Appendices 11, 12a and 12b.

- ◆ in total, 9 disciplinary hearings were held across Resources within the Council, a decrease of 17 when compared to the same period last year.
- ◆ action was taken in 8 of these cases. Three appeals were raised against the outcomes, of which all were not upheld.
- ◆ our target is to convene disciplinary hearings within 6 weeks, 67% of hearings met this target.
- ◆ during the period, 2 appeals were heard by the Appeals Panel, of which 1 was upheld in part and 1 was not upheld.
- ◆ at the end of December 2020, 2 Appeals Panels were pending.
- ◆ during the period, 9 grievance cases were raised.
- ◆ during the period, no Dignity at Work cases were raised.
- ◆ during the period, no referrals for mediation were submitted.

8. Analysis of Leavers and Exit Interviews

8.1. Information on the number of leavers and exit interviews for the period November to December 2020 is contained in Appendix 13. Exit interviews are conducted with employees who leave voluntarily.

Labour Turnover

Using information compiled from Resources and Staffing Watch information as at 12 December 2020, the Council's turnover figure for November to December 2020 is as follows:-

47 leavers eligible for exit interviews/14,871 employees in post = Labour Turnover of 0.3%.

Based on the figure at December 2020, the projected annual labour turnover figure for the financial year 2020/2021 for the Council is 2.3%.

8.2. Analysis of Leavers and Exit Interviews

- ◆ there were a total of 47 employees leaving the Council that were eligible for an exit interview, a decrease of 39 when compared with the same period last year.
- ◆ exit interviews were held with 32% of leavers, compared with 31% from the same period last year.

8.3. When processing an employee termination, managers are asked to identify whether they intend to replace the employee who had left the Council. If they indicate that they do not intend to replace the employee, they are asked to select from four options:-

- ◆ plan to hold for savings
- ◆ fill on a fixed term basis pending savings
- ◆ transfer budget to another post
- ◆ end of fixed term contract

8.4. Appendix 13a provides information relating to vacant posts and whether these are being replaced or held for savings. From November to December 2020, 204 employees left employment and managers indicated that 166 would be replaced. Of the remaining posts, 1 was being filled on a temp basis, 1 was planned to transfer this budget to another post and 36 posts were as a result of the end of fixed term contracts.

9. Recruitment Monitoring

9.1. Information on Recruitment Monitoring for November to December 2020 is contained within Appendix 14.

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

- ◆ overall, 3,454 applications and 3,431 completed Equal Opportunities Monitoring Forms were received
- ◆ of those applicants who declared themselves as disabled (210), 69 were shortlisted for interview and 12 were appointed
- ◆ of those applicants of a black/ethnic minority background (149), 26 were shortlisted for interview and 12 were appointed.
- ◆ Of those applicants who are veterans (22), 5 were shortlisted for interview and none were appointed.

10. Staffing Watch

10.1 There has been an increase of 23 in the number of employees in post from 14 September 2020 to 12 December 2020. Details of staffing watch are contained in Appendix 15.

11. Employee Implications

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

12. Financial Implications

12.1. All financial implications are accommodated within existing budgets.

13. Climate Change, Sustainability and Environmental Implications

- 13.1. There are no climate change, sustainability or environmental implications arising from the information presented in this report.

14. Other Implications

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

15. Equality Impact Assessment and Consultation Arrangements

- 15.1. 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.
- 15.2. There was no requirement to undertake any consultation in terms of the information contained in this report.

Paul Manning

Executive Director (Finance and Corporate Resources)

9 February 2021

Link(s) to Council Values/Ambitions/Objectives

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

Previous References

- ◆ Finance and Corporate Resources Committee, 20 January 2021

List of Background Papers

- ◆ Monitoring information provided by Resources

Contact for Further Information

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

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E-mail: Laurane.Rhind@southlanarkshire.gov.uk

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021

Council Wide

APT&C				Teachers				Manual Workers				Council Wide			
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021
	%	%	%		%	%	%		%	%	%		%	%	%
April	4.2	4.0	4.2	April	1.9	2.9	2.9	April	5.7	5.2	6.0	April	4.1	4.0	4.4
May	4.2	4.4	2.9	May	2.1	3.2	1.4	May	6.1	5.6	4.9	May	4.2	4.4	3.1
June	4.2	4.4	2.5	June	2.3	2.7	0.9	June	6.0	5.7	4.5	June	4.3	4.4	2.7
July	3.5	3.5	2.2	July	1.0	1.2	0.5	July	5.1	5.1	4.0	July	3.4	3.4	2.3
August	3.7	3.9	2.9	August	1.2	1.3	1.2	August	5.4	5.5	5.1	August	3.6	3.7	3.1
September	4.4	4.5	4.1	September	2.2	2.5	2.7	September	6.2	6.1	5.8	September	4.4	4.5	4.2
October	4.7	4.7	4.7	October	2.2	2.6	3.2	October	5.8	6.1	6.4	October	4.4	4.6	4.8
November	5.3	5.7	5.6	November	3.5	3.8	4.6	November	6.0	6.6	7.3	November	5.1	5.5	5.8
December	4.9	5.7	5.3	December	3.1	3.8	4.7	December	6.3	7.2	6.9	December	4.8	5.7	5.6
January	4.7	5.2		January	3.3	3.4		January	6.6	7.1		January	4.9	5.3	
February	4.9	5.6		February	4.0	3.8		February	6.7	7.3		February	5.2	5.6	
March	4.7	6.2		March	3.9	4.8		March	6.1	7.3		March	4.9	6.2	
Annual Average	4.5	4.8	4.3	Annual Average	2.6	3.0	2.8	Annual Average	6.0	6.2	6.1	Annual Average	4.4	4.8	4.4
Average Apr-Dec	4.3	4.5	3.8	Average Apr-Dec	2.2	2.7	2.5	Average Apr-Dec	5.8	5.9	5.7	Average Apr-Dec	4.3	4.5	4.0
No of Employees at 31 December 2020			7264	No of Employees at 31 December 2020			3967	No of Employees at 31 December 2020			4582	No of Employees at 31 December 2020			15813

For the financial year 2020/21, the projected average days lost per employee equates to 9.4 days.

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021

Community and Enterprise Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021				
April	3.2	4.0	3.1	April	5.4	4.4	5.3	April	5.0	4.3	5.0	April	4.1	4.0	4.4				
May	2.8	3.6	2.4	May	6.0	5.1	4.3	May	5.5	4.9	4.0	May	4.2	4.4	3.1				
June	3.8	3.9	1.6	June	5.8	5.5	4.0	June	5.5	5.3	3.6	June	4.3	4.4	2.7				
July	4.3	3.9	1.8	July	4.5	4.3	3.6	July	4.4	4.3	3.4	July	3.4	3.4	2.3				
August	4.8	4.0	1.7	August	5.3	5.1	4.9	August	5.2	4.9	4.4	August	3.6	3.7	3.1				
September	6.0	2.9	1.6	September	6.2	5.9	5.8	September	6.2	5.4	5.1	September	4.4	4.5	4.2				
October	3.8	3.4	3.1	October	5.8	5.9	6.3	October	5.5	5.5	5.8	October	4.4	4.6	4.8				
November	4.8	4.8	3.6	November	6.2	6.6	7.1	November	6.0	6.4	6.6	November	5.1	5.5	5.8				
December	4.1	5.4	3.1	December	6.0	7.0	6.4	December	5.7	6.8	5.9	December	4.8	5.7	5.6				
January	3.4	4.1		January	6.1	6.6		January	5.6	6.2		January	4.9	5.3					
February	4.1	3.8		February	6.3	7.1		February	5.9	6.6		February	5.2	5.6					
March	4.8	4.5		March	5.6	7.1		March	5.5	6.7		March	4.9	6.2					
Annual Average	4.2	4.0	2.9	Annual Average	5.8	5.9	5.7	Annual Average	5.5	5.6	5.3	Annual Average	4.4	4.8	4.4				
Average Apr-Dec	4.2	4.0	2.4	Average Apr-Dec	5.7	5.5	5.3	Average Apr-Dec	5.4	5.3	4.9	Average Apr-Dec	4.3	4.5	4.0				
No of Employees at 31 December 2020				549	No of Employees at 31 December 2020				2910	No of Employees at 31 December 2020				3459	No of Employees at 31 December 2020				15813
For the financial year 2020/21, the projected average days lost per employee equates to 12.3 days.																			

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021

Education Resources

APT&C				Teachers				Resource Total				Council Wide			
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021
April	4.1	3.5	3.9	April	1.9	2.9	2.9	April	2.8	3.2	3.3	April	4.1	4.0	4.4
May	4.5	4.2	2.2	May	2.1	3.2	1.4	May	3.1	3.6	1.8	May	4.2	4.4	3.1
June	4.4	3.8	1.8	June	2.3	2.7	0.9	June	3.2	3.2	1.3	June	4.3	4.4	2.7
July	2.4	2.4	1.3	July	1.0	1.2	0.5	July	1.6	1.7	0.9	July	3.4	3.4	2.3
August	2.7	2.8	2.7	August	1.2	1.3	1.2	August	1.8	2.0	1.8	August	3.6	3.7	3.1
September	4.1	4.3	4.8	September	2.2	2.5	2.7	September	3.0	3.3	3.6	September	4.4	4.5	4.2
October	4.7	4.5	5.4	October	2.2	2.6	3.2	October	3.2	3.5	4.1	October	4.4	4.6	4.8
November	5.7	5.8	6.6	November	3.5	3.8	4.6	November	4.4	4.7	5.5	November	5.1	5.5	5.8
December	5.4	5.5	6.5	December	3.1	3.8	4.7	December	4.1	4.6	5.5	December	4.8	5.7	5.6
January	5.1	5.1		January	3.3	3.4		January	4.1	4.2		January	4.9	5.3	
February	5.3	5.7		February	4.0	3.8		February	4.5	4.6		February	5.2	5.6	
March	5.0	7.1		March	3.9	4.8		March	4.4	5.8		March	4.9	6.2	
Annual Average	4.5	4.6	4.4	Annual Average	2.6	3.0	2.8	Annual Average	3.4	3.7	3.5	Annual Average	4.4	4.8	4.4
Average Apr-Dec	4.2	4.1	3.9	Average Apr-Dec	2.2	2.7	2.5	Average Apr-Dec	3.0	3.3	3.1	Average Apr-Dec	4.3	4.5	4.0
No of Employees at 31 December 2020			3040	No of Employees at 31 December 2020			3967	No of Employees at 31 December 2020			7007	No of Employees at 31 December 2020			15813

For the financial year 2020/21, the projected average days lost per employee equates to 7.5 days.

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021

Finance and Corporate Resources

Finance and Corporate Resources															
APT&C				Manual Workers				Resource Total				Council Wide			
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021
April	3.1	3.5	3.5	April	8.6	7.1	8.5	April	3.2	3.6	3.6	April	4.1	4.0	4.4
May	3.3	3.2	2.3	May	0.4	0.0	16.0	May	3.2	3.2	2.4	May	4.2	4.4	3.1
June	2.5	3.3	1.9	June	0.0	0.5	7.4	June	2.5	3.2	1.9	June	4.3	4.4	2.7
July	2.9	3.3	2.0	July	0.0	2.4	3.5	July	2.9	3.2	2.0	July	3.4	3.4	2.3
August	2.8	3.6	1.8	August	0.4	5.9	12.1	August	2.8	3.6	2.0	August	3.6	3.7	3.1
September	3.1	3.3	2.3	September	0.0	3.5	13.4	September	3.0	3.3	2.4	September	4.4	4.5	4.2
October	3.6	3.7	3.2	October	0.0	3.6	10.2	October	3.6	3.7	3.3	October	4.4	4.6	4.8
November	4.6	3.9	3.1	November	0.0	2.6	11.4	November	4.6	3.8	3.2	November	5.1	5.5	5.8
December	3.8	4.6	2.7	December	0.0	1.3	11.4	December	3.8	4.5	2.8	December	4.8	5.7	5.6
January	3.6	3.9		January	0.0	0.0		January	3.5	3.9		January	4.9	5.3	
February	3.7	4.1		February	2.3	7.6		February	3.6	4.1		February	5.2	5.6	
March	3.2	4.5		March	9.8	4.6		March	3.3	4.5		March	4.9	6.2	
Annual Average	3.4	3.7	2.9	Annual Average	1.8	3.3	8.8	Annual Average	3.3	3.7	3.0	Annual Average	4.4	4.8	4.4
Average Apr-Dec	3.3	3.6	2.5	Average Apr-Dec	1.0	3.0	10.4	Average Apr-Dec	3.3	3.6	2.6	Average Apr-Dec	4.3	4.5	4.0
No of Employees at 31 December 2020			944	No of Employees at 31 December 2020			9	No of Employees at 31 December 2020			953	No of Employees at 31 December 2020			15813

For the financial year 2020/21, the projected average days lost per employee equates to 6.1 days.

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021

Housing & Technical Resources

Housing & Technical Resources															
APT&C				Manual Workers				Resource Total				Council Wide			
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021
April	3.9	3.9	4.1	April	6.5	6.7	3.5	April	4.9	5.0	3.8	April	4.1	4.0	4.4
May	3.6	4.2	2.8	May	6.5	5.1	2.0	May	4.8	4.5	2.5	May	4.2	4.4	3.1
June	4.0	4.8	3.2	June	6.2	5.0	2.0	June	4.9	4.9	2.7	June	4.3	4.4	2.7
July	3.7	4.1	2.7	July	6.3	5.4	2.7	July	4.8	4.6	2.7	July	3.4	3.4	2.3
August	4.1	4.0	2.5	August	5.5	5.7	3.4	August	4.6	4.7	2.8	August	3.6	3.7	3.1
September	4.5	4.4	2.1	September	6.2	5.8	3.3	September	5.2	5.0	2.6	September	4.4	4.5	4.2
October	4.3	4.3	2.9	October	5.9	6.6	3.9	October	4.9	5.2	3.3	October	4.4	4.6	4.8
November	4.8	5.5	3.7	November	6.5	6.1	5.6	November	5.5	5.7	4.5	November	5.1	5.5	5.8
December	4.4	5.2	3.3	December	6.5	6.3	4.8	December	5.3	5.6	3.9	December	4.8	5.7	5.6
January	4.2	5.8		January	7.0	5.9		January	5.3	5.8		January	4.9	5.3	
February	4.2	5.8		February	6.6	5.7		February	5.2	5.8		February	5.2	5.6	
March	4.2	5.1		March	7.3	6.5		March	5.5	5.7		March	4.9	6.2	
Annual Average	4.2	4.8	3.7	Annual Average	6.4	5.9	4.1	Annual Average	5.1	5.2	3.8	Annual Average	4.4	4.8	4.4
Average Apr-Dec	4.1	4.5	3.0	Average Apr-Dec	6.2	5.9	3.5	Average Apr-Dec	5.0	5.0	3.2	Average Apr-Dec	4.3	4.5	4.0
No of Employees at 31 December 2020			891	No of Employees at 31 December 2020			568	No of Employees at 31 December 2020			1459	No of Employees at 31 December 2020			15813

For the financial year 2020/21, the projected average days lost per employee equates to 7.8 days.

ABSENCE TRENDS - 2018/2019, 2019/2020 & 2020/2021

Social Work Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021		2018 / 2019	2019 / 2020	2020 / 2021				
April	5.3	5.0	5.5	April	6.2	6.9	10.2	April	5.6	5.6	7.1	April	4.1	4.0	4.4				
May	5.1	5.6	4.4	May	6.2	7.7	8.1	May	5.4	6.3	5.7	May	4.2	4.4	3.1				
June	5.2	5.8	3.9	June	6.3	6.9	7.6	June	5.6	6.2	5.2	June	4.3	4.4	2.7				
July	5.2	5.1	3.7	July	6.4	7.7	6.3	July	5.6	5.9	4.6	July	3.4	3.4	2.3				
August	5.0	5.9	4.4	August	5.9	6.7	6.7	August	5.3	6.2	5.2	August	3.6	3.7	3.1				
September	5.0	6.2	5.4	September	6.1	6.8	7.5	September	5.4	6.4	6.1	September	4.4	4.5	4.2				
October	5.7	6.1	5.9	October	5.6	6.5	8.2	October	5.6	6.2	6.7	October	4.4	4.6	4.8				
November	5.4	6.8	6.6	November	5.3	6.8	8.9	November	5.4	6.8	7.4	November	5.1	5.5	5.8				
December	5.1	6.9	6.5	December	6.9	8.7	10.3	December	5.7	7.5	7.7	December	4.8	5.7	5.6				
January	5.2	6.2		January	8.4	9.5		January	6.2	7.3		January	4.9	5.3					
February	5.5	6.8		February	8.5	8.8		February	6.5	7.5		February	5.2	5.6					
March	5.4	6.8		March	6.5	8.5		March	5.8	7.4		March	4.9	6.2					
Annual Average	5.3	6.1	5.5	Annual Average	6.5	7.6	8.4	Annual Average	5.7	6.6	6.5	Annual Average	4.4	4.8	4.4				
Average Apr-Dec	5.2	5.9	5.1	Average Apr-Dec	6.1	7.2	8.2	Average Apr-Dec	5.5	6.3	6.2	Average Apr-Dec	4.3	4.5	4.0				
No of Employees at 31 December 2020				1840	No of Employees at 31 December 2020				1095	No of Employees at 31 December 2020				2935	No of Employees at 31 December 2020				15813
For the financial year 2020/21, the projected average days lost per employee equates to 13.5 days.																			

										Appendix 7
ABSENCE BY LONG AND SHORT TERM										
From: 1 October 2020 - 31 December 2020										
		October 2020			November 2020			December 2020		
Resource	No of employees	Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %	Total Short Term %	Total Long Term %	Resource Total Absence %
Community and Enterprise	3459	2.5	3.3	5.8	2.7	3.9	6.6	1.7	4.2	5.9
Education	7007	1.7	2.4	4.1	2.0	3.5	5.5	1.7	3.8	5.5
Finance and Corporate	953	1.3	2.0	3.3	1.3	1.9	3.2	0.6	2.2	2.8
Housing & Technical	1459	1.6	1.7	3.3	1.8	2.7	4.5	1.0	2.9	3.9
Social Work	2935	2.3	4.4	6.7	2.4	5.0	7.4	2.1	5.6	7.7
Council Overall for October 2020 - December 2020	15813	2.0	2.8	4.8	2.1	3.7	5.8	1.6	4.0	5.6

ATTENDANCE MONITORING

Absence Classification

From : 1 December - 31 December 2020

REASONS	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	1153	26	923	11	59	11	327	27	573	13	3035	16
Psychological	1362	31	3065	37	176	33	489	40	1607	38	6699	36
Stomach, Bowel, Blood, Metabolic Disorders	308	7	585	7	3	1	117	10	241	6	1254	7
Respiratory	746	17	2148	26	97	18	140	12	1108	26	4239	23
Other Classification	855	19	1495	18	206	38	136	11	748	17	3440	18
Total Days Lost By Resource	4424	100	8216	100	541	100	1209	100	4277	100	18667	100
Total Work Days Available	75125		149377		19399		31188		55407			

From : 1 December - 31 December 2019

REASONS	Community and Enterprise Resources		Education Resources		Finance and Corporate		Housing and Technical Resources		Social Work Resources		Total WDL By Reason	Percentage
	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%	Total WDL	%		
Musculoskeletal	1463	30	1083	17	128	15	494	30	952	23	4120	23
Psychological	1257	26	2292	36	260	29	536	32	1436	35	5781	32
Stomach, Bowel, Blood, Metabolic Disorders	595	12	829	13	131	15	270	16	466	11	2291	13
Respiratory	486	10	785	12	172	20	107	6	394	10	1944	11
Other Classification	1031	21	1431	22	191	22	265	16	821	20	3739	21
Total Days Lost By Resource	4832	100	6420	100	882	100	1672	100	4069	100	17875	100
Total Work Days Available	71340		140452		19400		29712		54442			

*WDL = Work Days Lost

OCCUPATIONAL HEALTH REPORTS

FROM: 1 November 2020 - 31 December 2020 comparison with 1 November 2019 - 31 December 2019

Medical Referrals							
	Community and Enterprise	Education		Finance and Corporate	Housing & Technical	Social Work	Totals
		Teachers	Others				
TOTAL (Nov-Dec 2020)	72	24	49	12	28	100	285
TOTAL (Nov-Dec 2019)	78	29	40	10	48	69	274

No of Employees Referred For Physiotherapy		
RESOURCE	Nov-Dec 2019	Nov-Dec 2020
Community and Enterprise	88	63
Education (Teachers)	47	34
Education (Others)	62	51
Finance and Corporate	25	14
Housing and Technical	33	25
Social Work	72	48
TOTAL	327	235

No of Employees Referred To Employee Support Officer		
RESOURCE	Nov-Dec 2019	Nov-Dec 2020
Community and Enterprise	55	56
Education	122	153
Finance and Corporate	9	16
Housing and Technical	21	21
Social Work	60	74
TOTAL	267	320

No of Employees Referred For Cognitive Behavioural Therapy		
RESOURCE	Nov-Dec 2019	Nov-Dec 2020
Community and Enterprise	2	3
Education	3	3
Finance and Corporate	0	0
Housing and Technical	4	1
Social Work	3	4
Not Disclose	10	10
TOTAL	22	21

Analysis of Counselling Referrals by Cause												
Reason												
Work Stress		Addiction		Personal		Anxiety/ Depression		Bereavement		Total		
M	S	M	S	M	S	M	S	M	S	M	S	
TOTAL (Nov-Dec 2020)	6	0	0	0	56	0	11	0	5	0	78	0
TOTAL (Nov-Dec 2019)	30	0	0	0	70	0	18	0	2	0	120	0
										Total Referrals (Nov-Dec 2020)		78
										Total Referrals (Nov-Dec 2019)		120

M = MANAGEMENT REFERRAL S = SELF REFERRAL

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

FROM: 1 November 2020 - 31 December 2020 comparison with 1 November 2019 - 31 December 2019

	Community and Enterprise		Education		Finance and Corporate		Housing & Tech		Social Work		TOTAL	
	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019	2020	2019
Specified Injury	0	0	0	0	0	0	0	0	1	1	1	1
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Total Specified Injury*	0	0	0	0	0	0	0	0	1	1	1	1
Over 7-day	2	3	0	3	0	0	1	1	1	3	4	10
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 7-day**	2	3	0	3	0	0	1	1	1	3	4	10
Over 3-day	2	2	1	1	0	0	0	0	0	0	3	3
Violent Incident: Physical	0	0	0	0	0	0	0	0	0	0	0	0
Violent Incident: Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Total Over 3-day**	2	2	1	1	0	0	0	0	0	0	3	3
Minor	5	13	8	9	0	0	0	3	4	5	17	30
Near Miss	2	1	0	0	0	0	0	0	0	1	2	2
Violent Incident: Physical	0	2	91	170	0	1	0	0	0	11	91	184
Violent Incident: Verbal	1	0	4	12	0	4	0	1	2	3	7	20
Total Minor***	8	16	103	191	0	5	0	4	6	20	117	236
Total Accidents/Incidents	12	21	104	195	0	5	1	5	8	24	125	250

*A Specified Injury is any fracture (other than to the fingers, thumbs or toes), amputation, loss of sight, serious burns, crushing injury, scalping, loss of consciousness caused by asphyxiation/ head injury, a chemical or hot metal burn to the eye or penetrating injury as defined by the HSE.

**Over 3 day / over 7day absence is an injury sustained outwith major injury category that results in a period of absence of absence as defined by the HSE.

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

RECORD OF DISCIPLINARY HEARINGS

FROM: 1 November 2020 - 31 December 2020 comparison with 1 November 2019 - 31 December 2019

RESOURCE	No of Disciplinary Hearings				Outcome of Disciplinary Hearings								No of weeks to convene Disciplinary Hearing			% Held within Weeks
	APT&C	Manual/ Craft	Teachers	Total	No Action				Action Taken				3	4-6	6+	
					APT&C	Manual / Craft	Teachers	Total	APT&C	Manual / Craft	Teachers	Total				
COMMUNITY AND ENTERPRISE	0	4	N/A	4	0	0	N/A	0	0	4	N/A	4	2	1	1	75%
HOUSING & TECHNICAL	1	0	N/A	1	0	0	N/A	0	1	0	N/A	1	1	0	0	100%
SOCIAL WORK	3	1	N/A	4	1	0	N/A	1	2	1	N/A	3	2	0	2	50%
TOTAL (Nov-Dec 2020)	4	5	0	9	1	0	0	1	3	5	0	8	5	1	3	67%
TOTAL (Nov-Dec 2019)	8	17	1	26	2	2	0	4	6	15	1	22	14	7	5	81%

RESOURCE	No of Appeals				Outcome of Appeals												Appeal Penden
	APT&C	Manual/ Craft	Teachers	Total	Upheld				Upheld in Part				Not Upheld				
					APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	APT&C	Manual/ Craft	Teachers	Total	
TOTAL (Nov-Dec 2020)	2	1	0	3	0	0	0	0	0	0	0	0	2	1	0	3	0
TOTAL (Nov-Dec 2019)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

*Resources nil responses are not included in figures

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

APPEAL'S PANEL

FROM: 1 November 2020 - 31 December 2020

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

RECORD OF GRIEVANCES**FROM: 1 November 2020 - 31 December 2020 comparison with 1 November 2019 - 31 December 2019**

GRIEVANCES	No of Grievances	No Resolved at Stage 1	No Resolved at Stage 2	No Resolved at Stage 3	Still in Process
TOTAL (Nov-Dec 2020)	9	1	4	0	4
TOTAL (Nov-Dec 2019)	3	0	3	0	0

DIGNITY AT WORK**FROM: 1 November 2020 - 31 December 2020 comparison with 1 November 2019 - 31 December 2019**

DIGNITY AT WORK	No of Incidents	No Resolved at Informal Stage	No Resolved at Formal Stage	No of Appeals	Appeals in Process	Still in Process
TOTAL (Nov-Dec 2020)	0	0	0	0	0	0
TOTAL (Nov-Dec 2019)	7	4	2	0	0	1

REFERRALS FOR WORKPLACE MEDIATION**As at December 2020**

WORKPLACE MEDIATION	Nov-20	Dec-20
No of Referrals	0	0
*No of Successful Cases	0	0
*No of Unsuccessful Cases	0	0
No of cases unsuitable for mediation	0	0

WORKPLACE MEDIATION	Nov-19	Dec-19
No of Referrals	2	0
*No of Successful Cases	0	0
*No of Unsuccessful Cases	0	0
No of cases unsuitable for mediation	0	0

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

ANALYSIS OF LEAVERS AND EXIT INTERVIEWS

EXIT INTERVIEWS (Nov-Dec 2020)

REASONS FOR LEAVING	Community and Enterprise	Education	Finance and Corporate	Housing & Technical	Social Work	Total	%
CAREER ADVANCEMENT	2	3	0	0	0	5	33
POOR RELATIONSHIPS WITH MANAGERS /	0	1	0	0	2	3	20
DISSATISFACTION WITH TERMS AND CONDITIONS	1	0	0	0	0	1	7
MOVING OUTWITH AREA	0	0	0	0	1	1	7
PERSONAL REASONS	1	0	0	0	0	1	7
OTHER	0	2	0	1	1	4	27
NUMBER OF EXIT INTERVIEWS CONDUCTED	4	6	0	1	4	15	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	18	12	1	5	11	47	
% OF LEAVERS INTERVIEWED	22	50	0	20	36	32	

EXIT INTERVIEWS (Nov-Dec 2019)

NUMBER OF EXIT INTERVIEWS CONDUCTED	5	11	1	2	8	27	
TOTAL NO OF LEAVERS PER RESOURCE ELIGIBLE FOR AN EXIT INTERVIEW	20	33	1	6	26	86	
% OF LEAVERS INTERVIEWED	25	33	100	33	31	31	

* Note these totals include temporary employees

November - December 2020	Number of leavers		Replace Employee		Filling on a temp basis		Plan to transfer this budget to another post		End of fixed term post		Leave vacant pending savings or service review		Plan to remove for Savings	
Resource	Total FTE*	Total H/C**	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C	FTE	H/C
Community & Enterprise	80.88	110	47.88	77	0.00	0	0.00	0	33.00	33	0.00	0	0.00	0
Education	24.00	33	24.00	33	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Finance & Corporate	4.59	7	4.59	7	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0
Housing & Technical	14.80	21	13.80	20	0.00	0	0.00	0	1.00	1	0.00	0	0.00	0
Social Work	23.14	33	20.80	29	0.49	1	0.50	1	1.35	2	0.00	0	0.00	0
Total	147.41	204	111.07	166	0.49	1	0.50	1	35.35	36	0.00	0	0.00	0
Cumulative Total	585.38	836	515.95	761	0.49	1	1.1	3	65.84	69	1	1	1	1

* Full time equivalent

** Head count/number of employees

RECRUITMENT MONITORING

Analysis of Gender, Disability, Ethnicity and Age

FROM : 1 November 2020 - 31 December 2020

Total Number of applications received:	3454
Total Number of Equal Opportunities Monitoring forms received:	3431
Total Number of posts recruited for:	281
Total Number of appointments:	322

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	3431	977	306
Total No of Male Applicants	1282	336	75
Total No of Female Applicants	2130	636	227
Total No of Disabled Applicants	210	69	12
Total No of applicants aged under 50	2719	763	248
Total No of applicants aged over 50	678	210	57
Total No of White applicants	3212	941	288
Total No of Black/Ethnic minority applicants*	149	26	12

FROM : 1 November 2019 - 31 December 2019

Total Number of applications received:	2874
Total Number of Equal Opportunities Monitoring forms received:	2853
Total Number of posts recruited for:	144
Total Number of appointments:	274

Gender / Disability / Age			
	Applied	Interviewed	Appointed
Total EO Forms Received	2853	807	261
Total No of Male Applicants	839	280	66
Total No of Female Applicants	1994	521	194
Total No of Disabled Applicants	152	63	10
Total No of applicants aged under 50	2351	637	205
Total No of applicants aged over 50	476	165	55
Total No of White applicants	2740	780	253
Total No of Black/Ethnic minority applicants*	79	18	5

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

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 12 December 2020**Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community & Enterprise Resources	3158	1280	228	190	1460
Education - Others	2891	138	80	518	2155
Education - Teachers	3861	692	69	2329	771
Finance & Corporate Resources	870	200	16	351	303
Housing & Technical	1308	833	28	321	126
Social Work Resources	2783	213	203	983	1384
Total All Staff	14871	3356	624	4692	6199

Full-Time Equivalent									
Total	Salary Band								
	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2218.48	1.00	1498.73	417.50	230.20	46.05	16.00	4.00	5.00	0.00
2092.10	1.00	1027.84	794.54	139.45	50.04	12.60	4.00	57.83	4.80
3534.60	0.00	0.00	0.00	0.00	0.00	1.00	0.00	4.60	3529.00
769.35	2.00	111.50	340.25	228.96	54.54	25.10	6.00	1.00	0.00
1252.81	1.00	214.51	630.57	363.27	31.46	10.00	2.00	0.00	0.00
2419.92	1.00	1259.30	551.60	558.02	24.00	24.00	2.00	0.00	0.00
8752.66	(excluding Teachers)								
12287.26	6.00	4111.88	2734.46	1519.90	206.09	88.70	18.00	68.43	3533.80

QUARTERLYJOINT STAFFING WATCH RETURN : NUMBER EMPLOYED ON 14 September 2020**Analysis by Resource**

Resource	Total Number of Employees				
	Total	Male		Female	
		F/T	P/T	F/T	P/T
Community & Enterprise Resources	3138	1344	218	188	1388
Education - Others	2870	139	83	509	2139
Education - Teachers	3865	697	67	2351	750
Finance & Corporate Resources	885	203	16	359	307
Housing & Technical	1289	821	26	314	128
Social Work Resources	2801	206	208	991	1396
Total All Staff	14848	3410	618	4712	6108

Full-Time Equivalent									
Total	Salary Band								
	Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher
2256.15	1.00	1542.75	408.68	231.67	47.05	16.00	4.00	5.00	0.00
2075.85	1.00	1017.21	791.07	136.30	49.64	12.60	4.00	57.63	6.40
3546.60	0.00	0.00	0.00	0.00	0.00	1.00	0.00	4.60	3541.00
782.63	2.00	116.60	345.47	229.92	56.54	25.10	6.00	1.00	0.00
1234.56	1.00	204.30	630.67	356.13	30.46	10.00	2.00	0.00	0.00
2433.15	1.00	1294.96	522.16	564.03	25.00	24.00	2.00	0.00	0.00
8782.34	(excluding Teachers)								
12328.94	6.00	4175.82	2698.05	1518.05	208.69	88.70	18.00	68.23	3547.40

Report

8

Report to:	Finance and Corporate Resources Committee
Date of Meeting:	17 March 2021
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Treasury Management Activity – Third Quarter Review
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide a third quarter review of Treasury Management Activity for 2020/2021

2. Recommendation(s)

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

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

3. Background

3.1. In order to provide members with information on the Council's Treasury Management activities, a quarterly report is presented to this Committee. This report covers the period 1 April 2020 to 31 December 2020.

4. Market Performance

- 4.1. After the Bank of England left the base rate unchanged at 0.75% in January 2020, the onset of the coronavirus epidemic in March forced it into making two emergency cuts, first to 0.25% and then to 0.10%.
- 4.2. As at 31 December 2020, the base rate remained at 0.10% and the Bank of England Asset Purchase Programme (commonly referred to as its policy of quantitative easing) was £895bn.
- 4.3. The Council's Treasury Management Advisers are predicting no further changes in the UK Base Rate during the remainder of 2020/2021.

5. Debt Management and Borrowing Strategy

- 5.1. The Council began the year with debt of £1,035.433m with fixed rate loans from the Public Works Loans Board (PWLB) making up 99.12% of the debt.
- 5.2. Table 1 shows the movement in borrowing to 31 December 2020. Short term borrowing reflects borrowing which will mature in the coming year, or where the debt can be recalled in the coming year.

Table 1 – Movement in Borrowing to 31 December 2020

	Balance as at 01/04/2020 £m	New Borrowing £m	Debt Maturing £m	Debt Repaid £m	Balance as at 31/12/2020 £m	Increase/ Decrease in Borrowing £m
Short Term Borrowing	29.893	0.000	(29.357)	0.00	0.536	(29.357)
Long Term Borrowing	1,005.540	0.000	0.00	0.00	1,005.540	0.000
TOTAL BORROWING	1,035.433	0.000	(29.357)	0.00	1,006.076	(29.357)

- 5.3. In 2012/2013, HM Treasury introduced a “certainty rate” to enable eligible local authorities to access cheaper PWLB funding, with a 20 basis point (0.20%) reduction on the standard rate. South Lanarkshire Council has access to this reduced rate.
- 5.4. The Council has a borrowing requirement of £80.198m during 2020/2021.
- 5.5. The Executive Director (Finance and Corporate Resources), under delegated powers, will take the most appropriate form of borrowing depending on the prevailing interest rates at the time, taking into consideration the differential between investment earnings and debt costs that remains high.
- 5.6. No borrowing has been taken so far in the current financial year. Instead, cash balances have been used to fund capital spend. Borrowing to replace these balances will be required going forward.

6. Investment Activity

- 6.1. On a daily basis, the Treasury Management section within Finance and Corporate Resources manages the Council’s cash balances. These balances can result from day to day cash flow situations where income has been received before expenditure has taken place, and from the balances held in earmarked reserves for use at a later date. It is the responsibility of the section to manage these funds. The primary consideration when making deposits is the security of funds. Secondary to this, consideration is given to ensuring we have access to funds when necessary, and that these funds are working as well as they can for the Council.
- 6.2. The Prudential Indicators, Treasury Management Strategy and Annual Investment Strategy Report for 2020/2021 was approved by the Chief Executive under delegated authority in consultation with the Group Leaders on 25 March 2020. This included details of permitted investments for the Council.
- 6.3. The Council undertakes significant scrutiny of any counterparty that we place money with in partnership with our Treasury Management Advisers, Link. This includes information on counterparty credit ratings, and details of negative rating watches. Additional market information on counterparties is also considered including share prices, market research information and risk data in the form of Credit Default Swap prices. Only when we are satisfied that there are no issues that raise any concerns about the security of the deposit, would the deposit go ahead.

- 6.4. Deposits made in the period 1 April 2020 to 31 December 2020 totalled £1,356.400m. This is the cumulative deposits placed over this period. This is broken down per sector and institution in Table 3. 66.34% of these deposits were made in the UK Government through the Debt Management Office (DMO) deposit facility.
- 6.5. In order to manage their cash flow over the short term, local authorities, as part of normal treasury management activity, will place money on deposit with other local authorities. Deposits placed with other local authorities account for 20.05% of deposits with the remaining 13.61% placed in call accounts with Bank of Scotland and The Royal Bank of Scotland.
- 6.6. Deposits in the UK Government are considered to be the most secure and this is reflected in the low interest rate for deposits in the DMO.

Table 3 – Investment Activity 1 April 2020 to 31 December 2020

Counterparty	Deposit Totals (£m)	% of Total Deposits	Average Interest Rate
Deposits in UK Government			
Debt Management Account Deposit Facility	899.810	66.34%	0.03%
Total Deposits in UK Government	899.810	66.34%	0.03%
Deposits in UK Local Authorities	272.000	20.05%	0.12%
Deposits in UK Banks and Building Societies:			
Bank of Scotland	128.415	9.47%	0.04%
Royal Bank of Scotland	56.175	4.14%	0.01%
Total Deposits in UK Banks and Building Societies	184.590	13.61%	0.03%
Total Deposits 01/04/2020 to 31/12/2020	1,356.400	100.00%	0.05%

- 6.7. The average interest rates achieved from the deposits are shown in Table 3. As the base interest rate has been at, or below, 0.75% since March 2009, interest rates achievable for deposits remain low.
- 6.8. Actual deposits as at 31 December 2020 totalled £146.400m.

7. Management of Risk

- 7.1. It is recognised that no Treasury Management activity is without risk and practices are put in place in order to limit risk. In March 2020, the Treasury Management Strategy was approved which set a framework for Treasury Management activities in 2020/2021 and limits on debt and investments in order to mitigate risks.
- 7.2. The Annual Investment Strategy for 2020/2021, approved in March 2020, also included details on how risk would be managed for all permitted investments. This included criteria for placing deposits with the Debt Management Office, UK Local Authorities, Banks and Building Societies and Money Market Funds.

- 7.3. Part of the criteria for counterparties is meeting minimum credit ratings with the three main rating agencies. A credit rating evaluates the credit worthiness of an organisation. It is an evaluation made by a credit rating agency of the organisation's ability to pay back the debt and the likelihood of default.
- 7.4. Tables 4 to 6 show a breakdown of deposits with details of the credit ratings of banks and building societies used from 1 April 2020 to 31 December 2020. Deposits with the DMO are with the UK Government and so have a rating equivalent to the UK's sovereign rating. Deposits with local authorities are considered to be of very high credit quality.

Table 4 – Fitch Ratings

Long Term Rating	Short Term Rating	Deposits Totals	Percentage of Total Deposits
Deposits with UK Government (AA-)		899.810m	66.34%
Deposits with Local Authorities		272.000m	20.05%
A+	F1	184.590m	13.61%
Total		1,356.400m	100.00%

Table 5 – Moody's Ratings

Long Term Rating	Short Term Rating	Deposits Totals	Percentage of Total Deposits
Deposits with UK Government (Aa2)		810.660m	59.77%
Deposits with UK Government (Aa3)		89.150m	6.57%
Deposits with Local Authorities		272.000m	20.05%
Aa3	P-1	77.735m	5.73%
A1	P-1	106.855m	7.88%
Total		1,356.400m	100.00%

Table 6 – Standard and Poor's Ratings

Long Term Rating	Short Term Rating	Deposits Totals	Percentage of Total Deposits
Deposits with UK Government (AA)		899.810m	66.34%
Deposits with Local Authorities		272.000m	20.05%
A+	A-1	128.415m	9.47%
A	A-1	56.175m	4.14%
Total		1,356.400m	100.00%

- 7.5. The tables above show that 86.39% of deposits were made with counterparties of very high credit quality (UK Government DMO account and other local authorities).
- 7.6. The remaining deposits were in instant access accounts with The Royal Bank of Scotland and Bank of Scotland.
- 7.7. The graph at Appendix 1 shows the duration of deposits made from 1 April 2020 to 31 December 2020. The graph shows that, since 1 April 2020, all deposits have been made for 1 year or less. The maximum maturity period of 273 days was for two deposits totalling £11.000m.

8. Next Quarter Investment Plans

- 8.1. The current investment framework will be continued in the next quarter. Deposits will continue to be placed with the institutions where their ratings are consistent with the Council's approved criteria. Deposits will also continue to be placed with the DMO and UK local authorities.
- 8.2. Treasury Bills will be used when they return a higher yield than deposits in the DMO for the same, very low risk.
- 8.3. Deposits may also be placed with selected Money Market Funds that meet the Council's approved criteria.
- 8.4. We will continue to work with our Treasury Management Advisers, Link, to ensure we gain all information available on counterparties before any deposits are made.

9. Treasury Management Indicators

- 9.1. The purpose of these indicators is to contain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of an adverse movement in interest rates. However, if these are set to restrictive limits, they will impair the opportunities to reduce costs/improve performance. The indicators are detailed in sections 9.2 to 9.5.
- 9.2. **Limits for External Debt:** The operational and authorised limits for external debt for 2020/2021 were set in the Prudential Indicators, Treasury Management Strategy and Annual Investment Strategy 2020/2021 approved by the Chief Executive under delegated authority in consultation with the Group Leaders on 25 March 2020. These are shown in Table 7, along with a column showing the difference between the actual debt level and the limits (headroom).

Table 7 – Limits for External Debt

	Estimate as per 2020/21 Strategy	Minimum Headroom to Limits in period	Headroom as at 31/12/2020
	£m	£m	£m
Operational Limit for external debt	1,270.000	234.567	263.924
Authorised Limit for external debt	1,290.000	254.567	283.924

- 9.3. The indicator shows that we have not breached the operational and authorised limits to 31 December 2020. There has been a minimum level of headroom of £254.567m between actual and authorised level for external debt in the period to 31 December 2020.
- 9.4. **Limits on Maturity Structure:** By setting limits on the maturity structure of borrowing, the exposure to large concentrations of debt needing to be replaced at the same time in the future at currently unknown rates can be limited. This effectively places a limit on exposure to longer term interest rate movement. This is shown in Table 8.

Table 8 – Limits on Maturity Structure

Maturity Structure of Borrowing				
	Upper Limit	Lower Limit	Maximum for period to 31/12/20	Actuals as at 31/12/20
Under 12 months	25%	0%	2.89%	0.06%
12 months and 24 months	30%	0%	4.07%	4.07%
24 months and 5 years	50%	0%	9.88%	9.88%
5 years and 10 years	50%	0%	34.30%	34.30%
10 years and 20 years	60%	0%	17.20%	17.20%
20 years and 30 years	70%	0%	0.62%	0.62%
30 years and 40 years	80%	0%	33.87%	33.87%
40 years and 50 years	90%	0%	0.00%	0.00%
50 years and above	90%	0%	0.00%	0.00%

9.5. The indicator shows that the upper limits for all maturity profiles have not been breached to 31 December 2020.

10. Employee Implications

10.1. There are no employee implications.

11. Financial Implications

11.1. The current rate of interest receivable remains low.

11.2. Any deposit interest received offsets Loan Charges made to the Council's Revenue budget. The level of deposit interest factored into the Council's budget is minimal, therefore the low level of interest received will have no impact on existing budgets.

11.3. The costs of borrowing for capital expenditure have been built into the long term Revenue Budget Strategy.

12. Climate Change, Sustainability and Environmental Implications

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

12.2. There is also no requirement to carry out an environmental impact assessment in terms of the information contained within this report.

13. Other Implications (Including Environmental and Risk Issues)

13.1. Section 7 of this report provides details of how investment risk is managed.

14. Equality Impact Assessment and Consultation Arrangements

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

14.2. There is no requirement to carry out any consultation in terms of the information provided in this report.

Paul Manning

Executive Director (Finance and Corporate Resources)

24 February 2021

Link(s) to Council Values/Ambitions/Objectives

- ♦ Accountable, effective, efficient and transparent

Previous References

- ♦ Prudential Indicators, Treasury Management Strategy and Annual Investment Strategy 2020/2021, South Lanarkshire Council, 25 March 2020
- ♦ Treasury Management Activity – First Quarter Review, Finance and Corporate Resources Committee, 19 August 2020
- ♦ Treasury Management Activity – Second Quarter Review, Finance and Corporate Resources Committee, 20 January 2021

List of Background Papers

- ♦ None

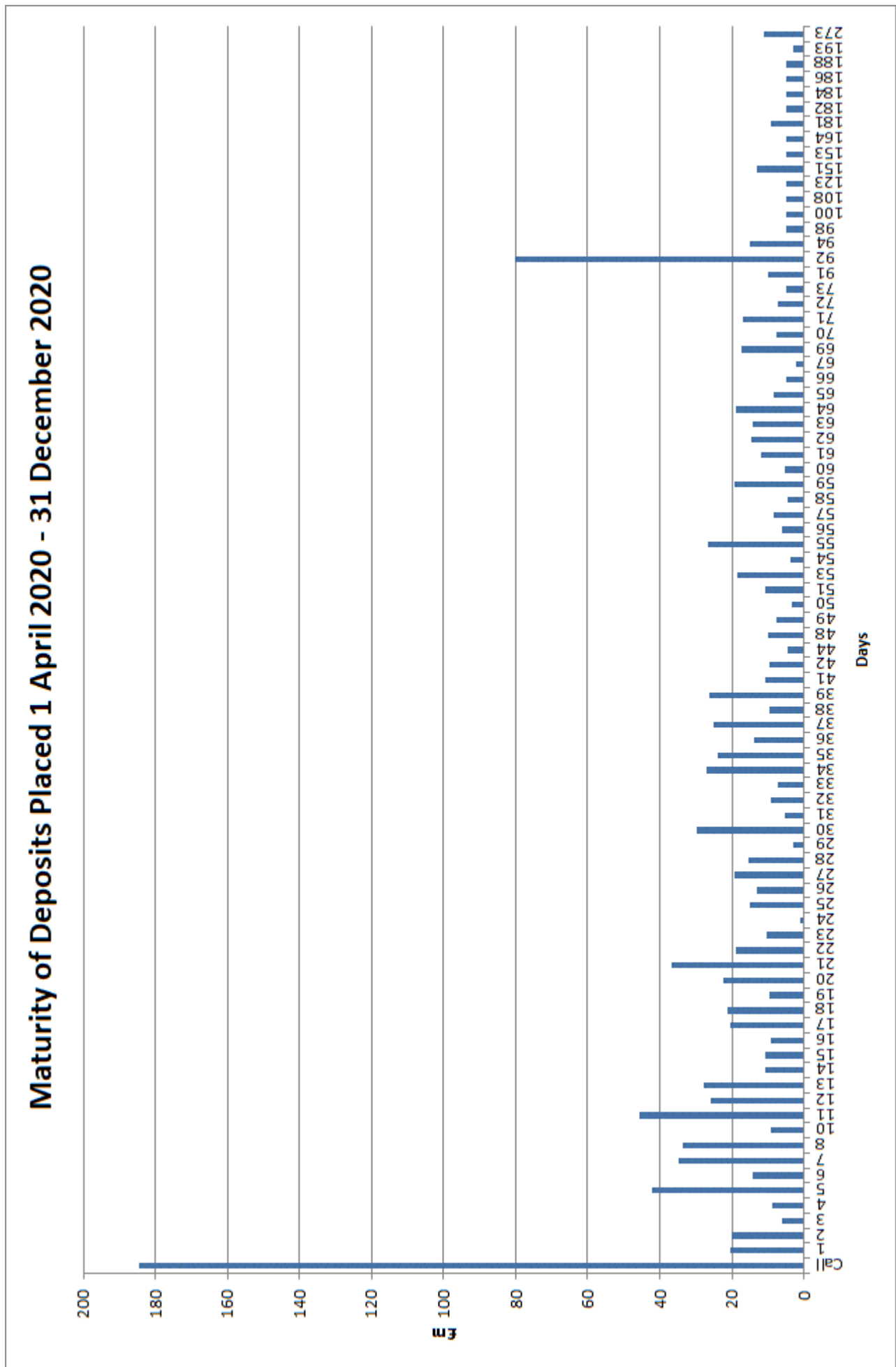
Contact for Further Information

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

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Report

9

Report to: **Finance and Corporate Resources Committee**
 Date of Meeting: **17 March 2021**
 Report by: **Executive Director (Finance and Corporate Resources)**

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

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise Committee of Revenue Collection performance for financial year 2020/2021 to 31 January 2021
- ◆ advise Committee of the position regarding the Business Rates Incentivisation Scheme (BRIS) for financial year 2020/2021 to the end of quarter 3
- ◆ seek approval for write offs

2. Recommendation(s)

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

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

◆ Council Tax	£121,376.11
◆ Non-Domestic Rates	£273,362.26
◆ BID Levy	£3,764.30
◆ Sundry Debt	£84,310.59
◆ Housing Rent and associated charges	£364,274.33

3. Background

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

4. Covid-19 Impact

- 4.1. Collection across all income streams has been significantly impacted upon by the temporary cessation of recovery action for the first four months of 2020/2021 due to the Covid-19 pandemic. Specifically, as previously briefed to elected members, no statutory recovery and sheriff officer activity took place between April 2020 and July 2020 in relation to Council Tax for both the current year and arrears years. The health crisis has also seen financial support provided via Council Tax Reduction increase by over 10% so far this financial year.
- 4.2. Statutory recovery in the form of reminders commenced at the end of July 2020, with recovery action for all income streams also commencing from this date.

- 4.3. In light of the impact of the health crisis, collection targets for 2020/2021 have been reviewed. These targets are consistent with those in the Resource Plan for 2020/2021 and are detailed below.

5. Current Collection Performance

- 5.1. The first table in Appendix 1 presents the collection performance for Council Tax, NDR and Sundry Debts for financial year 2020/2021.
- 5.2. The annual Council Tax collection target for 2020/2021 has been set at 93.7%. Council Tax collection is currently 93.39%, ahead of target by 0.37% but behind comparable performance in 2019/2020 by 0.95%.
- 5.3. A Non-Domestic Rates (NDR) collection target of 96.0% has been set for 2020/2021. NDR collection is currently 86.8%, ahead of target by 0.1% but behind comparable performance in 2019/2020 by 5.3% mainly as a result of cash flow variances. Due to a delay in the update of the NDR annual billing software following significant legislative changes introduced by the Scottish Government in March 2020, the payments for 2020/2021 are profiled from June 2020 to March 2021.
- 5.4. The 2020/2021 annual target for Sundry Debt collection has been set at 90.0%. Sundry Debt collection to 31 January 2021 was 97.4%, ahead of target by 7.4% but behind comparable performance in 2019/2020 by 0.5%.

6. Arrears Collection Performance

- 6.1. Arrears collection performance for Council Tax, NDR and Sundry Debt is presented in the second table of Appendix 1.
- 6.2. The 2020/2021 arrears annual target for Council Tax has been set at £2.500 million, with collection to 31 January 2021 of £2.527 million, ahead of target by £0.189 million (7.5%) but behind comparable performance in 2019/2020 by £0.360 million.
- 6.3. The 2020/2021 arrears target for NDR has been set at £0.500 million, with collection to 31 January 2021 of £0.584 million, ahead of target by £0.092 million (18.5%) but behind comparable performance in 2019/2020 by £0.500 million.
- 6.4. The 2020/2021 arrears target for Sundry Debt has been set at £7.371 million, with collection to 31 January 2021 of £7.306 million, ahead of target by £0.083 million (1.1%) but behind comparable performance in 2019/2020 by 6.8%.

7. Business Rates Incentivisation Scheme

- 7.1. The Business Rates Incentivisation Scheme (BRIS) is a Scottish Government initiative to incentivise growth of the local business tax base, with a view to increasing NDR income yields.
- 7.2. The Scottish Government sets annual targets for growth (buoyancy) and councils who achieve their target retain 50% of the additional income generated above the target. The buoyancy target is a measure of the increase in the total rateable value of the non-domestic properties on the Valuation Roll (including certain categories of public undertakings).

- 7.3. Given the impact of the Covid-19 health crisis, the provisional annual buoyancy target for South Lanarkshire Council in 2020/2021 has still to be confirmed (the final target was 1.0% in 2019/2020). The Scottish Government have intimated that the 2020/2021 target will require to be adjusted significantly, with the possibility that BRIS may have to be suspended this financial year. A final decision on this will be communicated to local authorities when available.
- 7.4. BRIS performance is monitored closely and reported to Committee on a quarterly basis. Buoyancy for the third quarter, to the end of December 2020, has seen a reduction of 0.15%.
- 7.5. Should the buoyancy target remain the same as in 2019/2020, the tax base must achieve growth of 1.15% during the remaining quarter of the financial year to secure additional income under the scheme.

8. Proposals for Write Off

- 8.1. Approval for write off of the following irrecoverable debts is requested from Committee. The Council has the power to write off accounts where the debtor is deceased, sequestrated, in liquidation or the debt is prescribed.
- 8.2. The proposed write off of Council Tax accounts dating from 1993/1994 to 2020/2021 totals £121,376.11, relating mainly to prescribed debt, sequestrations and estates of the deceased.
- 8.3. The value of accounts currently marked for write off in the Non-Domestic Rates system from rating years 2018/2019 to 2020/2021 totals £273,362.26. These debts are deemed to be irrecoverable because the debtor is in liquidation, has ceased trading or has been sequestrated.
- 8.4. Approval is sought for the write off of Business Improvement District (BID) Levies totalling £3,764.30, administered by the Council on behalf of the Hamilton, Carluke and Lanark BID companies. There is no financial impact on the Council for these write offs.
- 8.5. Following consultation and agreement with Resources, the proposed write off of Sundry Debt totals £84,310.59.
- 8.6. Approval is sought for the write off of former tenant rent arrears of £316,026.54 and Housing Benefit Overpayments of £48,247.79.
- 8.7. A full list of all debts proposed for write off is held by the Executive Director (Finance and Corporate Resources).

9. Employee Implications

- 9.1. None.

10. Financial Implications

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

11. Climate Change, Sustainability and Environmental Implications

- 11.1. There are no direct climate change, sustainability and natural environment implications arising from this report.

12. Other Implications

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

13. Equalities Impact Assessment and Consultation Arrangements

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

Paul Manning

Executive Director (Finance and Corporate Resources)

18 February 2021

Link(s) to Council Values/Ambitions/Objectives

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

Previous References

- ◆ Finance and Corporate Resources Committee, 20 January 2021

List of Background Papers

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

Contact for Further Information

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

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SOUTH LANARKSHIRE COUNCIL
REVENUES COLLECTION
FOR PERIOD ENDING 31 JANUARY 2021

	Annual Cash Budget £000's	Budget Target to 31/01/21 £000's	Actual to 31/01/21 £000's	Variance to 31/01/21 £000's		% Variance to annual budget	Notes
FINANCIAL YEAR 2020/2021							
Council Tax	134,196	133,222	133,754	532	over	0.37%	
Non-Domestic Rates	293,489	265,057	265,318	261	over	0.1%	
Sundry Debt	98,823	98,823	106,958	8,135	over	7.4%	
ARREARS							
Council Tax	2,500	2,338	2,527	189	over	7.5%	
Non-Domestic Rates	500	492	584	92	over	18.5%	
Sundry Debt	7,371	7,223	7,306	83	over	1.1%	

Report to:	Finance and Corporate Resources Committee
Date of Meeting:	17 March 2021
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Youth Guarantee and Kickstart Employability Programmes - Workforce Implications
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise on the action taken, in terms of Standing Order No 36 (c) because of the timescales involved, by the Executive Director (Finance and Corporate Resources) in consultation with the Chair and ex officio member, to implement the 2020/2021 Youth Guarantee Grant Offer made to South Lanarkshire Council

2. Recommendation(s)

2.1. The Committed are asked to approve the following recommendations(s):-

- (1) that following action taken, in terms of Standing Order No 36 (c) by the Executive Director of Finance and Corporate Resources, in consultation with the Chair and an ex officio member be noted:-
- ◆ approval of proposal to temporarily increase the Finance and Corporate establishment by 6 full-time equivalent (FTE) posts and Education Resources by 5 FTE posts for a 12-month period and recruit 9 FTE temporary key workers and 2 FTE temporary team leaders as set out in Section 5; and
 - ◆ approval of proposal to offer up to 50 supernumerary Kickstart training placements.

3. Background

- 3.1. Young people aged 16 to 24 years are disproportionately affected by the global pandemic. The Universal Credit claimant count for young people of this age in South Lanarkshire stands at 2410 claimants – a rate of 7.8% (November 2020), 0.7% higher than the rate for Scotland for that age group (7.1%). Both UK and Scottish Governments have pledged to introduce employability interventions to counteract this impact.
- 3.2. The 2020/2021 Youth Guarantee grant offer to South Lanarkshire Council, received on 16 November 2020, is £1,654,675. The detail contained within the grant letter, indicates that the funds must be spent this financial year, or committed beyond March 2021 for defined supports, such as staff costs.

- 3.3. The proposals for implementation of the Scottish Youth Guarantee should be seen in the context of other funding, including Kickstart funding also for 16 to 24 year-olds, which is available from the UK government. Kickstart funding is designed to support work placements and job opportunities specifically.

The Council has been successful in obtaining two Kickstart bids, an intermediary Gateway host bid for 243 opportunities in SMEs and a council Employer bid for 50 new and additional supernumerary council posts.

- 3.4. In addition, due to an anticipated increase in redundancies linked to Covid-19 for employees of all ages, particularly when the Government's Job Retention Scheme concludes in April 2021, the Scottish Government has allocated grant funding to each local authority to support activities related to redundancies, both individuals and businesses. Part of the funding has been ring-fenced for the creation of a Single Point of Contact (SPOC) post within each Council.

4. Proposals to Support Implementation

- 4.1. The Youth Guarantee funding allows for the temporary appointment of Key Workers to facilitate employability support to affected young people.
- 4.2. These posts will operate in 2 teams, one based in Education Resources focusing on the needs of those aged 16 to 17 years, who are not eligible for other government supports, such as Universal Credit. This team will work closely with Developing Scotland's Young Workforce activity within schools, which has also been allocated additional in-school staffing support. The second team will be based in Finance and Corporate Resources and will focus on the older group of young people up to the age of 24 years, as well as the administration and compliance arrangements of the Employer Recruitment Incentive and reporting to the Scottish Government on progress and outcomes.
- 4.3. The Kickstart opportunities within the Council are 50 additional temporary opportunities which will be available to unemployed young people aged 16 to 24. These young people will be identified and referred to the Council by our partner, Department of Work and Pensions (DWP), locally. The grant conditions for the Kickstart vacancies are limited to 25 hours per week, for 26 weeks, at the national minimum wage, with some additional funds available for training for each participant. The Council will use Youth Guarantee funds to wrap around each of these vacancies within the Council, creating opportunities which can be up to 52 weeks, paid at the living wage, and for up to 35 hours. The constraints of the Youth Guarantee funding having to be spent or committed by March 2021 means that this wrap around approach will only apply to the identified Council vacancies at this stage.
- 4.4. It is anticipated that there will be a further grant award of Youth Guarantee funding in the next financial year, by which time the current economic restrictions and lockdown of businesses should be relaxed and allow more flexibility in the use of both Kickstart and Youth Guarantee funding.
- 4.5. Recognising that there are significant numbers of people on furlough across Scotland, who may be affected by redundancy when furlough ends in April 2021, the Scottish Government has increased the funding to support business and employees at risk of redundancy. This is led by Skills Development Scotland at a national level, with other agencies, including local authorities, being involved in the Partnership Approach to Continuing Employment (PACE). Additional monies have been allocated to councils so that there is a Single Point of Contact to support those at risk

of redundancy and to ensure consistency of approach across Scotland. The Single Point of Contact (SPOC) post for those affected by redundancy, will sit within the Finance and Corporate Employability Team, and support the existing PACE activity which the Council participates in with our partners. The post will have responsibilities which are broadly similar to those of Key Workers.

5. Employee Implications

- 5.1. The following table outlines the requirements for additional staffing to support these initiatives for a period of 13 months from appointment.

Post Title	No of Posts (FTE)	Grade SCP	Hourly Rate	Annual Salary	Total costs (including on costs)
Key Worker	8	Grade 2 Level 4 SCP 57	£16.52	£241,176	£314,252
Team Leader	2	Grade 3 Level 2 SCP 65	£18.60	£67,886	£88,455
Key Worker SPOC	1	Grade 2 Level 4 SCP 57	£16.52	£30,147	£39,281
				£399,209	£441,988

- 5.2. It is expected that successful applicants will be available to start in these roles in March 2021. This meets the requirements of the grant offer, that staffing is eligible for spend in financial year 2021/2022 if committed by the end of March 2021.
- 5.3. These posts have been graded using the Council's job evaluation scheme. 4 Key Workers and 1 Team leader are allocated to Education Resources, 4 Key Workers, 1 Team Leader and 1 Key Worker (SPOC) are allocated to Finance and Corporate Resources.

6. Financial Implications

- 6.1. The cost of the additional temporary posts to support these initiatives are fully funded from the No-One Left Behind Funding grants for Youth Guarantee and Partnership in continuing Employment (PACE).
- 6.2. The Kickstart vacancies within the Council, up to maximum of 50, will run for 25 hours per week and 26 weeks, and will be paid at the national minimum wage, as per the Kickstart grant. As the Council is committed to the Living Wage, some of the Youth Guarantee funding will be used as wrap-around, to bring hourly pay up to that level.
- 6.3. The focus of most of the funding is on young people aged 16 to 24 years of age, however, the Council is monitoring the impact of COVID on all age groups and will adjust services accordingly.

7. Climate Change, Sustainability and Environmental Implications

- 7.1. There are no climate change, sustainability or environmental implications of the proposals contained within this report.

8. Other Implications

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

9. Equality Impact Assessment and Consultation Arrangements

- 9.1. This report does not introduce a new policy and therefore does not require an Equality Impact Assessment.

Paul Manning

Executive Director (Finance and Corporate Resources Resources)

19 February 2021

Link(s) to Council Values/Ambitions/Objectives

- ◆ Improve the Quality of Life for Everyone in South Lanarkshire
- ◆ Focussed on People and Their Needs
- ◆ Promote Economic Delivery and Tackle Disadvantage

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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