



Council Offices, Almada Street
Hamilton, ML3 0AA

Dear Councillor

Executive Committee

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

Date: Wednesday, 01 May 2019

Time: 10:00

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

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

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

Yours sincerely

Lindsay Freeland
Chief Executive

Members

John Ross (Chair/ex officio), Maureen Chalmers (Depute Chair), Alex Allison, John Anderson, John Bradley, Walter Brogan, Robert Brown, Jackie Burns, Gerry Convery, Margaret Cooper, Peter Craig, Fiona Dryburgh, Joe Fagan, Allan Falconer, Alistair Fulton, Lynsey Hamilton, Ann Le Blond, Eileen Logan, Katy Loudon, Joe Lowe, Kenny McCreary, Colin McGavigan, Mark McGeever, Jim McGuigan, Gladys Miller, Richard Nelson, David Shearer, Josh Wilson

Substitutes

Stephanie Callaghan, Andy Carmichael, Poppy Corbett, George Greenshields, Graeme Horne, Martin Grant Hose, Richard Lockhart, Hugh Macdonald, Catherine McClymont, Lynne Nailon, Mo Razzaq, Graham Scott, Collette Stevenson, Sheena Wardhaugh

BUSINESS

1 Declaration of Interests

- 2 **Minutes of Previous Meeting** 5 - 12
Minutes of the meeting of the Executive Committee held on 13 March 2019 submitted for approval as a correct record. (Copy attached)

Monitoring Item(s)

- 3 **Capital Budget 2018-2019 and Monitoring Period 13 - 1 April 2018 to 1 March 2019** 13 - 20
Report dated 27 March 2019 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 4 **Revenue Budget Monitoring for Period 13 - 1 April 2018 to 1 March 2019 and Probable Outturn** 21 - 30
Report dated 11 March 2019 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 5 **Trading Services Financial Performance for Period 13 - 1 April 2018 to 1 March 2019 and Probable Outturn** 31 - 36
Report dated 11 March 2019 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 6 **Additional Funding from the Scottish Government and Other External Sources** 37 - 40
Report dated 26 March 2019 by the Executive Director (Finance and Corporate Resources). (Copy attached)

Item(s) for Decision

- 7 **Glasgow City Region City Deal - Strathaven Road - Woodfoot Road Transport Corridor Improvements - Full Business Case** 41 - 48
Report dated 11 April 2019 by the Executive Director (Community and Enterprise Resources). (Copy attached)
- 8 **Data Protection Policy - Charges for Access to Information** 49 - 56
Report dated 9 April 2019 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 9 **Office Closure - Festive Period** 57 - 58
Report dated 11 April 2019 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 10 **Amendments to Memberships of Committees, Forums and Outside Bodies - Partnerships** 59 - 62
Report dated 4 April 2019 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 11 **Recommendations Referred by Housing and Technical Resources Committee** 63 - 66
Report dated 17 April 2019 by the Chief Executive. (Copy attached)

Item(s) for Noting

- 12 Participatory Budgeting** 67 - 70
Report dated 1 April 2019 by the Executive Director (Finance and Corporate Resources). (Copy attached)
- 13 Sanitary Products in Public Buildings** 71 - 74
Joint report dated 8 April 2019 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources). (Copy attached)

Urgent Business

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

For further information, please contact:-

Clerk Name: Gordon Bow

Clerk Telephone: 01698 454719

Clerk Email: gordon.bow@southlanarkshire.gov.uk

EXECUTIVE COMMITTEE

2

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 13 March 2019

Chair:

Councillor John Ross (ex officio)

Councillors Present:

Councillor Alex Allison, Councillor John Anderson, Councillor John Bradley, Councillor Walter Brogan, Councillor Robert Brown, Councillor Maureen Chalmers (Depute), Councillor Gerry Convery, Councillor Margaret Cooper, Councillor Poppy Corbett (*substitute for Councillor Ann Le Blond*), Councillor Peter Craig, Councillor Fiona Dryburgh, Councillor Joe Fagan, Councillor Allan Falconer, Councillor Alistair Fulton, Councillor George Greenshields (*substitute for Councillor Jackie Burns*), Councillor Lynsey Hamilton, Councillor Eileen Logan, Councillor Katy Loudon, Councillor Kenny McCreary, Councillor Colin McGavigan, Councillor Mark McGeever, Councillor Jim McGuigan, Councillor Gladys Miller, Councillor Richard Nelson, Councillor David Shearer, Councillor Josh Wilson

Councillors' Apologies:

Councillor Jackie Burns, Councillor Ann Le Blond, Councillor Joe Lowe

Attending:

Chief Executive's Service

L Freeland, Chief Executive

Community and Enterprise Resources

M McGlynn, Executive Director

Education Resources

T McDaid, Executive Director

Finance and Corporate Resources

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

Housing and Technical Resources

D Lowe, Executive Director

Social Work Resources/Health and Social Care

V de Souza, Director; C Cunningham, Head of Performance and Commissioning

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the Executive Committee held on 13 February 2019 were submitted for approval as a correct record.

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

3 Minutes of Special Meeting

The minutes of the special meeting of the Executive Committee held on 27 February 2019 were submitted for approval as a correct record.

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

4 Capital Budget Monitoring for Period 12 – 1 April 2018 to 1 February 2019

A report dated 14 February 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the physical and financial progress at 1 February 2019 on the various capital programmes.

The General Fund Capital Programme totalled £66.819 million and the Housing Capital Programme £53.664 million. The General Fund Programme had been revised to reflect a number of proposed adjustments which were detailed in Appendix 2 to the report.

At 1 February 2019, £46.274 million had been spent on the General Fund Capital Programme and £41.037 million on the Housing Capital Programme.

Following a probable outturn exercise, it was forecast that the total spend to 31 March 2019 would be £62.130 million. This was an underspend of £4.689 million, due largely to the timing of spend on projects within Community and Enterprise Resources, Education Resources and Housing and Technical Resources.

The Committee decided:

- (1) that the position on the various Capital Programmes for 2018/2019, as detailed in the report, be noted;
- (2) that the proposed adjustments to the General Fund Programme, as detailed in Appendix 2 to the report, be approved; and
- (3) that the revised programmes be monitored by the Financial Resources Scrutiny Forum.

[Reference: Minutes of 13 February 2019 (Paragraph 3)]

5 Revenue Budget Monitoring for Period 12 – 1 April 2018 to 1 February 2019

A report dated 11 February 2019 by the Executive Director (Finance and Corporate Resources) was submitted comparing actual expenditure against budgeted expenditure for the period ending 1 February 2019.

The figures included an underspend of £12.337 million on the General Fund Revenue Account and a breakeven position on the Housing Revenue Account. Following a transfer to Reserves, there was an underspend of £6.636 million.

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

Following a probable outturn exercise, it was forecast that there would be an underspend of £13.257 million at the year end, before any transfer to Reserves. Taking into account all transfers to Reserves agreed at the meeting of the Committee on 13 February 2019, the outturn position was an underspend of £7.063 million.

A detailed analysis of each Resource's position was provided in the report.

It was proposed to transfer £6.194 million of the outturn underspend to Reserves, allocate £4.000 million to reducing savings requirements and a further £1.305 million to meet the terms of the 2018/2019 pay award. Taking those adjustments into account, a revised underspend of £1.758 million for the General Fund Revenue Account was forecast. A further £1.000 million would be transferred to reduce savings requirements for 2019/2020, reducing the figure to £0.758 million.

It was also recommended that £0.400 million of additional funds be transferred to South Lanarkshire Leisure and Culture (SLLC) to manage budget pressures and an additional transfer of £0.100 million would be made to SLLC in honouring the terms of a bequest that the Council had received.

The Committee decided:

- (1) that the Council's outturn position for the General Fund Revenue Account, as detailed in Appendix 1 to the report, be noted;
- (2) that the underspend of £12.337 million on the General Fund Revenue Account before transfers to Reserves, as detailed in Appendix 1 to the report, and forecast to 31 March 2019 be noted;
- (3) that the underspend of £6.636 million on the General Fund Revenue Account after transfers to reserves, as detailed in Appendix 2 to the report, be noted;
- (4) that the transfer of £0.500 million to South Lanarkshire Leisure and Culture to manage budget pressures be approved; and
- (5) that the breakeven position on the Housing Revenue Account at 1 February 2019 and the forecast to 31 March 2019 of a breakeven position be noted.

[Reference: Minutes of 13 February 2018 (Paragraph 4)]

6 Trading Services' Financial Performance for Period 12 – 1 April 2018 to 1 February 2019

A report dated 11 February 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the projected financial results for 2018/2019 for the Council's Trading Services.

The target for Trading Services' surpluses had been set at £11.466 million. In the period to 9 November 2018, the figure had been revised to £11.919 million and there were no further adjustments made in the period to 1 February 2019.

Following a probable outturn exercise, it was forecast that there would be a surplus shortfall of £2.226 million in 2018/2019, reflecting areas where income levels had been affected due to the timing of works carried out, including early years, central heating programmes and growth and capacities in schools.

At 1 February 2019, surpluses of £7.111 million had been achieved, before any transfer to Reserves. Following a transfer to Reserves, the surplus achieved was £7.071 million.

The Committee decided:

- (1) that the Trading Services' outturn position be noted;
- (2) that the surpluses achieved to 1 February 2019 before transfers to Reserves of £7.111 million be noted; and
- (3) that the surpluses achieved to 1 February 2019 after transfers to Reserves of £7.071 million be noted.

[Reference: Minutes of 13 February 2018 (Paragraph 5)]

7 Proposed Rollout of 2019 Summer Holiday Lunch Clubs Programme

A joint report dated 19 February 2019 by the Executive Directors (Education Resources), (Community and Enterprise Resources) and (Finance and Corporate Resources) was submitted on the provision of the pilot lunch clubs programme which had taken place during the 2018 summer holiday period and proposals to roll the programme out in 2019.

The pilot summer holiday lunch clubs programme had been held in Glenlee Primary School and Udston Primary School in Hamilton and St Anthony's Primary School, Whitlawburn. Details were provided on the operation of the pilot, including uptake rates, staffing and impact.

An evaluation of the pilot had been undertaken which had highlighted key steps to ensure future programmes developed good practice and continued to meet the needs of participants and their families.

The planned rollout in 2019/2020 would involve up to 12 programmes delivered in 2019 consisting of 3 host primary schools in Hamilton, East Kilbride, Cambuslang/Rutherglen and Clydesdale and 3 partner primary schools in the same locality. Details of the schools involved in the rollout were provided.

The pilot programme had identified the need to recruit 61 staff to deliver the 12 locality clubs plus 48 facilities staff as follows:-

Post	Number of Posts (FTE)	Grade	SCP Range	Salary Costs
Youth Family Community Learning (YFCL) Officer	1 (52 wks at 35hrs)	Grade 3 Level 4	70-74	£33,250 to £35,312
YFCL Officer	12 (8 wks at 25hrs)	Grade 3 Level 2	61-65	£3,196 to £3,388
YFCL Worker	48 (8 wks at 25hrs)	Grade 2 Level 1	33-35	£2,116 to £2,182
Facilities Assistant (Cook in Charge)	12 (6 wks at 30hrs)	Grade 1 Level 1-4	20-31	£1,573 to £1,850
Facilities Assistant (Catering)	12 (6 wks at 10hrs)	Grade 1 Level 1	20	£524
Facilities Assistant (Cleaning)	12 (6 wks at 10hrs)	Grade 1 Level 1	20	£524
Facilities Assistant (Janitor)	12 (6wks at 25 hrs)	Grade 1 Level 1-4	20-31	£1,311 to £1,542

The cost of providing the clubs in 2019/2020 was estimated at £0.410 million against an amount of £0.600 million included in the Council's 2019/2020 budget strategy. The resultant underspend, totalling £0.190 million, would be considered together with any future rollout proposals.

The Committee decided:

- (1) that the main findings of the pilot holiday lunch clubs programme held during the 2018 summer holiday period be noted;
- (2) that the planned rollout for summer 2019 of lunchtime clubs and associated level of funding required to deliver the programme be approved;

- (3) that the recruitment of the staff required to deliver the lunchtime clubs, as detailed above, be approved; and
- (4) that further updates be provided to assist consideration of future rollouts.

8 Review of South Lanarkshire Leisure and Culture Limited (SLLC) – Update

A report dated 28 February 2019 by the Executive Director (Community and Enterprise Resources) was submitted on the review of Leisure and Culture Services in South Lanarkshire being carried out by EKOS Research and Consultancy Services on behalf of the Council.

A number of issues, which were summarised in the report, relating to the operation of the Leisure and Culture Trust, had led the Council to commission a review of the operational relationship between the 2 organisations. This was not unique as other local authorities were currently reviewing their relationships with arm's length partners, including leisure and cultural trusts.

Details were provided on the process undertaken to progress the review, together with the key findings, which included the following areas:-

- ◆ in a time of reducing resources, there was a need to focus investment on areas of greatest priority
- ◆ the service could make an important contribution to priority outcomes in relation to health and wellbeing and learning and disadvantage, but mainstream provision was not engaging enough within the most deprived areas
- ◆ the current facilities based model was expensive and increasingly unsustainable, and lacked the flexibility to target services at the people and places in greatest need
- ◆ the Council and SLLC did not always need to be the primary delivery agent(s) and wider partnership activity was required, based around shared outcomes
- ◆ Culture and Leisure Services were funded by the Council and there was an expectation that residents would continue to have access to those general services
- ◆ the need for stronger relationships within the context of the Community Planning Partnership
- ◆ the requirement to seek efficiencies in the general provision offered so as to provide resources on a more targeted basis
- ◆ consideration should be given to asset rationalisation and transfers
- ◆ pricing should respond to market conditions but the principle of subsidised access for those in greatest need must be maintained

Taking account of the findings, EKOS had developed a new strategic framework which was detailed in the report. The new framework would reset the relationship between the Council and SLLC to one that was more closely aligned to the priorities of the Council and the Community Planning Partnership.

To develop the strategic framework further, a number of longer term actions required to be taken and those were detailed in the report.

In terms of next steps, it was highlighted that a cross-party working group to consider the relationship between the Council and SLLC had been approved by the Council at its meeting on 27 February 2019 and, following a presentation to elected members by EKOS, a further report would be submitted to this Committee for approval on the Working Group's Terms of Reference, programme of work and membership.

The Committee decided:

- (1) that the work undertaken to date on the review of South Lanarkshire Leisure and Culture Limited be noted;
- (2) that the proposed next steps, as detailed in paragraph 7.3 of the report, be approved; and
- (3) that the current EKOS report, together with an earlier report prepared by EKOS for the Trust, be provided to members as background prior to the presentation taking place.

[Reference: Minutes of South Lanarkshire Council of 27 February 2019 (Paragraph 2)]

9 Land and Property Transfers and Disposals

A report dated 13 March 2019 by the Executive Director (Housing and Technical Resources) was submitted on recommendations to declare certain areas of land surplus to operational requirements.

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

The Committee decided:

- (1) that the land and property detailed in Appendix A to the report be transferred between Resources; and
- (2) that the land detailed in Appendix B to the report be declared surplus to Council requirements.

10 Best Value Assurance Report

A report dated 27 February 2019 by the Executive Director (Finance and Corporate Resources) was submitted on the process and timescales for the publication by the Accounts Commission of South Lanarkshire Council's Best Value Assurance Report (BVAR).

The Council had now been audited for the purposes of the Best Value Assurance Report. The main fieldwork had been undertaken by Audit Scotland in October and November 2018 and the final report was due to be considered by the Accounts Commission and published in March 2019.

The scope and process of the BVAR were detailed in the report together with the methodology adopted by the Accounts Commission during the fieldwork stage.

The draft BVAR had been presented to the Accounts Commission by the Controller of Audit on 7 March 2019 and the final report was scheduled for 28 March 2019. A report on the Council's BVAR would be submitted to the full Council meeting on 26 June 2019.

The Committee decided: that the report be noted.

11 Development of Strategic Commissioning Plan 2019 to 2022

A report dated 21 February 2019 by the Director, Health and Social Care was submitted on actions required to develop the next 3 year Strategic Commissioning Plan for the period 2019 to 2022.

The draft Plan, which was attached as an appendix to the report, had been drafted in a format that followed a recognised strategic commissioning cycle of analyse, plan, do and review. The subject matter, covered in the various sections of the Plan, was detailed in the report together with the key messages raised during a wide-ranging consultation exercise.

Further work was required to finalise the draft Plan and this would continue to be progressed in liaison with key partners.

Following approval, any new “Directions” issued by the IJB would require to have the necessary relevance to the strategic commissioning intentions articulated within the Plan. This would provide the necessary clarity to the Council and NHS Board and primary operational delivery bodies of Health and Social Care Services.

The Committee decided: that the draft Strategic Commissioning Plan 2019 to 2022, attached as Appendix 1 to the report, be noted.

12 Sustainable Development and Climate Change Strategy Update – Quarter 2 2018/2019

A joint report dated 22 February 2019 by the Executive Director (Community and Enterprise Resources) was submitted on the status of the Sustainable Development and Climate Change Strategy (SDCCS) actions and measures at 30 September 2018, Quarter 2 of 2018/2019.

The Council’s SDCCS covered the 5 year period from 2017 to 2022. Delivery of actions within the Strategy provided the main focus for sustainable development activity over the period and enabled the Council to fulfil its duties under the Local Government (Scotland) Act 2003, the Climate Change (Scotland) Act 2009 and other associated environmental legislation.

The SDCCS action plan for 2018/2019 contained 31 actions which were sub-divided into 50 defined measures that provided the current status for each action. Those measures were rated using a traffic light system of green, amber or red. Of the 50 measures within the SDCCS:-

- ◆ 39 had been achieved or were on course to be achieved (green)
- ◆ 1 had seen some minor slippage against targets (amber)
- ◆ 0 had seen major slippage against timescale or major shortfall against target (red)
- ◆ 10 would be reported later when data was available

A number of highlights from the period April to September 2018 were detailed in the report.

The Committee decided: that the report be noted.

[Reference: Minutes of 6 December 2017 (Paragraph 16)]

13 Urgent Business

There were no items of urgent business.

Report

3

Report to:	Executive Committee
Date of Meeting:	1 May 2019
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Capital Budget 2018/2019 and Monitoring for Period 13 - 1 April 2018 to 1 March 2019
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ update the Committee of progress on the General Fund Capital Programme and the Housing Capital Programme for the period 1 April 2018 to 1 March 2019

2. Recommendation(s)

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

- (1) that the Period 13 position (ended 1 March 2019) of the General Fund Capital Programme itemised at Appendices 1 – 4 and the Housing Capital Programme at Appendix 5, be noted;
- (2) that the adjustments to the General Fund programme listed at Section 4.5, be approved; and
- (3) that the revised programmes be monitored by the Financial Resources Scrutiny Forum.

3. Background

3.1. The attached statements to this report provide a summarised monitoring position as at 1 March 2019. Spending has been split into two separate sections:

- ◆ General Fund Capital Programme including Education, Social Work, Roads and Transportation and General Services (Section 4)
- ◆ Housing Capital Programme (Section 5)

4. General Fund

4.1. 2018/2019 Budget

The budget agreed at Executive Committee on 13 March 2019 was £66.819 million. There are no new adjustments to the budget proposed in this report.

4.2. The programme spend and funding for the General Fund is summarised in Appendices 1 and 3. Total funding of £66.819 million is available in year.

4.3. 2018/2019 Outturn

In terms of the General Services Capital Programme, work is now ongoing to complete the year-end Accounts however current estimates from Housing and Technical Resources suggest an outturn of £60.978 million. This is an underspend of £5.841 million and relates mainly to projects within Community and Enterprise Resources (£4.232 million), Education Resources (£1.385 million) and Social Work Resources (£0.141 million). This outturn has reduced by £1.152 million from the underspend of £4.689 million reported at period 12.

4.4. In relation to the movement of £1.152 million, this mainly reflects slippage or savings identified on a number of projects within Community and Enterprise Resources (£1.399 million). The main elements are detailed below:-

4.5. Within the Roads Improvement Programme, anticipated expenditure has decreased by a further £1.029 million during period 13. £0.140 million of this is due to further savings now anticipated against the projects programmed for the current year in the Rutherglen/Cambuslang Area. This is in addition to the £0.389 million already identified for this area, resulting in totals savings of £0.529 million. As was the case previously, it is proposed that this further underspend be carried forward until financial year 2019/2020, when the monies will be spent when weather conditions improve.

4.6. The remainder of the reduction in expenditure (£0.889 million) is due to revised completion timescales. A number of Roads projects in the East Kilbride Area, with a total value of £0.500 million, have been identified as at significant risk and will now complete into the new year. The outturn has been reduced by £0.500 million to reflect this. Similarly, within the Clydesdale area, timescales for the completion of works has resulted in £0.389 million of expenditure now anticipated in 2019/2020.

4.7. Notwithstanding the above, of the 195 individual carriageway and footway schemes originally programmed, Roads expect to complete 192 (approx. 98% of the programme) by 31 March, with the outstanding 3 schemes being completed early in the new financial year.

4.8. The contract for the main works at Hamilton International Technology Park has been awarded and started on site in early April 2019. These timescales have resulted in a further £0.184 million of expenditure moving into 2019/2020. This is in addition to the £0.375 million reported previously. In addition, the timescales for the tender acceptance in relation to the hardstanding element of the Bin Storage Areas project mean expenditure of £0.074 million is anticipated in 2019/2020.

4.9. A list of the main projects which make up the underspend of £5.841 million, along with their anticipated completion dates, is included in Appendix 3.

4.10. 2018/2019 Monitoring

The programme spend and funding for the General Fund is summarised in Appendix 2. As noted in 4.1. above, the total capital spending programme for the year is £66.819 million.

- 4.11. Budget for the period is £56.307 million and spend to the 1 March 2019 is £51.707 million. This represents expenditure of £4.600 million behind profile. This is mainly due to the timing of spend within Community and Enterprise Resources. £3.300 million of this is within Roads Services of which £1.900 million relates to the Roads Improvement Programme and Roads Refurbishment projects. Slippage of £3.200 million has now been identified within Roads Service and is included in the projects detailed in Appendix 3.
- 4.12. In addition, the Glasgow City Region City Deal Community Growth Area project is £0.726 million behind and this relates to a small element of the works at Highstonehall Road, Hamilton which need to be completed before the work stage payment can be released. Furthermore, a contribution to the remediation of land at Shawfield – Phase Two, Rutherglen (£0.800 million) could not be processed until materials were received on site. The majority of the works at Highstonehall Road and the delivery of materials at Shawfield were complete by the end of the financial year.
- 4.13. Programme funding for the year totals £66.819 million. Actual funding received to 1 March 2019 is £60.055 million.
- 5. Housing Programme**
- 5.1. 2018/2019 Budget
Appendix 4 summarises the position on the Housing programme as at 1 March 2019. The revised capital programme for the year is £53.664 million. Programmed funding for the year also totals £53.664 million.
- 5.2. 2018/2019 Outturn
In terms of the Housing Capital Programme, current estimates from Housing and Technical Resources suggest an outturn of £53.664 million.
- 5.3. 2018/2019 Monitoring
Budget for the period is £45.527 million and spend to 1 March 2019 amounts to £45.462 million. This represents expenditure of £0.065 million ahead of profile. This overspend relates to project programming and the timing of the actual spend on various projects.
- 5.4. As at 1 March 2019, £45.462 million of funding had been received.
- 5.5. Regular monitoring of both the General Fund Programme and the Housing Programme is carried out in detail by the Financial Resources Scrutiny Forum and reported on a regular basis to this Committee.
- 6. Employee Implications**
- 6.1. None.
- 7. Financial Implications**
- 7.1. As detailed within this report.
- 8. Other Implications**
- 8.1. The main risk associated with the Council's Capital Programme is an overspend. The risk has been assessed as low given the detailed project management plans prepared and monitored for each project. The risk of overspend is managed through four weekly Investment management meetings.

9. Equality Impact Assessment and Consultation Arrangements

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

Paul Manning

Executive Director (Finance and Corporate Resources)

27 March 2019

Link(s) to Council Values/Ambitions/Objectives

- ♦ Accountable, Effective, Efficient and Transparent

Previous References

- ♦ Executive Committee, 13 March 2019

List of Background Papers

- ♦ Capital Ledger prints to 1 March 2019

Contact for Further Information

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

Lorraine O'Hagan, Finance Manager (Strategy)

Ext: 2601 (Tel: 01698 452601)

E-mail: lorraine.o'hagan@southlanarkshire.gov.uk

	£m	£m
2018/19 Budget including Carry Forward – 13 March 2019		66.819
Proposed Adjustments – Period 13		0.000
Total Revised Budget including Carry Forward		66.819

<u>Resource</u>	<u>Base 2018/19 Budget</u> £m	<u>Period 13 Proposed Adjustments</u> £m	<u>Revised 2018/19 Budget</u> £m
Community & Enterprise	35.819	0.000	35.819
Education	21.417	0.000	21.417
Finance & Corporate	1.592	0.000	1.592
Housing & Technical	7.351	0.000	7.351
Social Work	0.640	0.000	0.640
Total	66.819	0.000	66.819

SOUTH LANARKSHIRE COUNCIL
CAPITAL EXPENDITURE 2018/2019
GENERAL FUND PROGRAMME
FOR PERIOD 1 APRIL 2018 TO 1 MARCH 2019

APPENDIX 2

Expenditure	<u>2018/2019</u>	<u>2018/2019</u>	<u>2018/2019</u>	<u>2018/2019</u>
	<u>Original</u>	<u>Revised</u>	<u>Budget to</u>	<u>Actual to</u>
	<u>Estimate inc</u>	<u>Budget</u>	<u>01/03/19</u>	<u>01/03/19</u>
	<u>C/F</u>			
	£m	£m	£m	£m
General Fund Programme	70.625	66.819	56.307	51.707
Income	<u>2018/19</u>	<u>2018/19</u>		<u>2018/19</u>
	<u>Budget</u>	<u>Revised</u>		<u>Actual</u>
		<u>Budget</u>		<u>To</u>
	£m	£m		<u>01/03/19</u>
				£m
Prudential Borrowing	32.772	27.337		27.337
Heritage Lottery / Sportscotland Grant	0.124	0.406		0.305
Developers Contributions	1.550	1.541		1.520
Partners (Including SPT, Forestry Commission, Transport Scotland, Timber Income, and Renewable Energy Fund)	0.619	2.938		1.131
Scottish Government:				
- Capital Grant	27.607	27.607		25.306
- Cycling, Walking and Safer Streets	0.432	0.432		0.000
- Vacant and Derelict Land	2.316	1.566		1.566
- Early Years 1,140 Hours	0.970	0.635		0.635
- Regeneration Capital Grant	0.850	0.050		0.000
Glasgow City Region City Deal	0.000	2.052		0.000
Specific Reserves	1.244	2.255		2.255
Capital Receipts	0.500	0.000		0.000
Capital Financed from Current Revenue	1.641	0.000		0.000
TOTAL FUNDING	70.625	66.819		60.055

Projects with Underspends in 2018/19		
Project Name	Project Type	Completion Date
Community and Enterprise Resources		
Bin Storage Areas (section 4.8)	Infrastructure	May 2019
Demolition Programme	Demolition	August 2019
Upgrades to Community Infrastructure	Infrastructure	July 2019
Vacant and Derelict Land - Milton Brick Works, Carluke	Regeneration	December 2019
Vacant and Derelict Land - Millburn Colliery Site, Larkhall	Regeneration	December 2019
Vacant and Derelict Land - Glen Esk, East Kilbride	Regeneration	December 2019
Roads Investment Programme - Rutherglen and Cambuslang Area (section 4.5)	Infrastructure	Through 2019/20
Roads Investment Programme - East Kilbride Area (section 4.6)	Infrastructure	Through 2019/20
Roads Investment Programme - Clydesdale Area (section 4.6)	Infrastructure	Through 2019/20
Greenhills Road	Infrastructure	June 2020
Lanark Park and Ride	Infrastructure	March 2020
Traffic Signal (Caird Street/Bothwell Road)	Infrastructure	June 2019
Hamilton Information Technology Park - University Infrastructure work (section 4.8)	Infrastructure	June 2019
Education Resources		
Education Information Communication Technology	ICT	Through 2019/20
Ridgepark School, Lanark - Demolition	Demolition	May 2019
Housing and Technical Resources		
Civic Centre Fabric Upgrade - Main Works	Refurbishment	September 2019
Headquarters Fabric Upgrade	Refurbishment	March 2020
Social Work Resources		
Replacement Care Facilities	Infrastructure	March 2021

SOUTH LANARKSHIRE COUNCIL
CAPITAL EXPENDITURE 2018/2019
HOUSING PROGRAMME
FOR PERIOD 1 APRIL 2018 TO 1 MARCH 2019

APPENDIX 4

	<u>2018/2019</u> <u>Annual</u> <u>Budget</u> <u>£m</u>	<u>2018/2019</u> <u>Estimate to</u> <u>01/03/19</u> <u>£m</u>	<u>2018/2019</u> <u>Actual to</u> <u>01/03/19</u> <u>£m</u>
Expenditure			
2018/19 Budget incl carry forward from 2017/18	53.664	45.527	45.462
	<u>2018/19</u> <u>Annual</u> <u>Budget</u> <u>£m</u>		<u>2018/19</u> <u>Actual to</u> <u>01/03/19</u> <u>£m</u>
Income			
Capital Receipts – House Sales	0.000		0.081
Capital Receipts – Land Sales	2.000		2.324
Capital Funded from Current Revenue	23.730		23.730
Prudential Borrowing	21.602		14.794
Specific Grant			
- Scottish Government – New Council Houses	4.963		2.892
- Scottish Government – Buy Backs	0.900		0.690
- Scottish Government – Mortgage to Rent	0.120		0.037
- Scottish Natural Heritage	0.349		0.000
Other Income	0.000		0.914
TOTAL FUNDING	53.664		45.462

Report

4

Report to:	Executive Committee
Date of Meeting:	1 May 2019
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Revenue Budget Monitoring for Period 13 - 1 April 2018 to 1 March 2019 and Probable Outturn
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ advise on the overall financial position of the Council's General Fund Revenue Account and Housing Revenue Account for the period 1 April 2018 to 1 March 2019, and a projection for the year to 31 March 2019

2. Recommendation(s)

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

- (1) that the underspend of £12.530 million on the General Fund Revenue Account before transfers to reserves at 1 March 2019 as detailed in Appendix 1 of the report and the forecast to 31 March 2019, be noted;
- (2) that the underspend of £7.030 million on the General Fund Revenue Account after transfers to reserves at 1 March 2019 as detailed in Appendix 2 of the report and the forecast to 31 March 2019, be noted; and
- (3) that the breakeven position on the Housing Revenue Account at 1 March 2019 and the forecast to 31 March 2019 of breakeven (Appendix 3), be noted.

3. Background

3.1. This is an overview report which both summarises the 2018/2019 forecast spend for the Council's General Fund Revenue Account to 31 March 2019 (section 4), and also provides details of the General Services Monitoring Position regarding actual expenditure and income to 1 March 2019, compared with the budget for the same period (section 5). This is provided on a Resource basis in Appendices 1a and 2a to the report and a subjective basis in Appendices 1b and 2b.

4. 2018/2019 General Services Probable Outturn

4.1. As reported previously, the probable outturn position for the Council shows a forecast before Transfers to Reserves of an underspend £13.257 million. This position takes into account the £5.191 million in the Transfers to Reserves budget line in respect of the Priorities and Investments. After taking into account all the approved Transfers to Reserves (Executive Committee, 13 February 2019), the outturn position is an underspend of £7.063 million. **This is unchanged from the outturn position reported in the last report on 13 March 2019.**

- 4.2. There are a number of corporate pressures that require to be managed from this underspend. After taking these into account leaves an underspend of £0.758 million after transfers to Reserves, as detailed in Table 1 below.

Table 1: Corporate Pressures Funding

	£m
Outturn Position (<i>section 4.1</i>)	7.063
2019/2020 Strategy (<i>approved Executive Committee - 13 February 2019</i>)	(4.000)
2018/2019 Pay Award - additional 0.5%	(1.305)
Outturn after known commitments and Transfers to Reserves	1.758
2019/2020 Strategy (<i>approved Council Meeting - 27 February 2019</i>)	(1.000)
Revised Outturn after known commitments and Transfers to Reserves	0.758

2018/2019 General Services Monitoring Position

5. Financial Position as at 1 March 2019 (Period 13)

- 5.1. **General Fund Revenue Account:** As at period 13 (1 March 2019), the position on the General Fund before transfers to reserves is an underspend of £12.530 million (Appendix 1). Appendix 2 shows the position after the approved transfers to reserves (Executive Committee, 13 February 2019), as an underspend of £7.030 million. **This is in line with the probable outturn position being reported and there are no significant changes from period 12. The position of each Resource is detailed below. These are also in line with the position reported in the last report.**
- 5.2. **Community and Enterprise Resources:** As at period 13, the Resource is showing an underspend of £1.426 million before transfers to reserves and an underspend of £1.029 million after transfers. The actual underspend position at period 13 reflects turnover of staff as well as additional planning and building standards income. This position does not include the additional payment to be made to SLLC in respect of their budget pressures, as this will be made at the end of the financial year. The position also excludes potential additional legal costs in respect of the food safety case, as these have not yet been agreed.
- 5.3. This Resource underspend position is offset by an under recovery of Trading surplus within the Roads and Fleet Trading Operations. Both Trading Operations are showing a higher under recovery of surplus than reported as part of their probable outturn. For Roads, this is due to the use of external contractors as a result of turnover of staff and also the timing of work on capital projects, whilst in Fleet, this is the result of higher expenditure on materials and external repair costs.
- 5.4. **Education Resources:** As at period 13, the Resource is showing an underspend of £3.848 million before transfers to reserves and an underspend of £0.032 million after transfers. The actual net underspend position at period 13 before transfers is due to the underspends in Pupil Equity Fund and the timing of recruitment within the Early Years' Service including the 1,140 expansion. This is partially offset by overspends in transport and demand led external placements.
- 5.5. **Finance and Corporate Resources:** The position as at period 13 is a breakeven position. There are no proposed transfers to reserves. This is in line with the forecast position being reported.

- 5.6. **Housing and Technical Resources:** As at period 13, the Resource is showing an underspend of £1.020 million before transfers to reserves reflecting the underspend on the Scottish Government funding for Temporary Accommodation within the Homeless Service. This is the result of implementation timing and the level of bad debts being lower than anticipated. This underspend forms part of the approved transfer to reserves agreed by the Executive Committee (13 February 2019).
- 5.7. The Resource is also experiencing underspends in respect of the Rapid Housing Programme funding which will not spend in the current year due to the timing of the recruitment of staff, and also an underspend in respect of the scheme of assistance payments to homeowners. As part of the final outturn position, approval will be sought to transfer these underspends to reserves to be carried forward for use in future years.
- 5.8. After the approved transfer to reserves in respect of the Homelessness funding, the position at period 13 is an underspend of £0.207 million, reflecting the underspends in section 5.7 above.
- 5.9. **Social Work Resources:** The position at period 13 is a net overspend of £0.913 million. There are no transfers to reserves. This overspend relates to Children and Families (external residential places, foster places as well as the level of kinship care payments) and Adults and Older People (employee costs). These are partially offset by underspends in Performance and Support and Justice due to turnover of staff. The overall overspend position is in line with that reported during the year, and the forecast outturn.
- 5.10. **Loan Charges:** The position at period 13 is showing an underspend of £5.900 million. This is the same position that has been reported to Committee previously and reflects the timing of borrowing (delayed due to using cash balances) and the interest rates achieved.
- 5.11. **Corporate Items:** The position being reported at period 13 is an underspend of £1.308 million before transfers to reserves. This relates to the underspend in Superannuation on Overtime which has been previously reported, and underspends in the Rates, Utilities, Carbon Reduction and Pay Grade Restructure budgets which are not required in 2018/2019. This is partially offset by the commitment for Council Tax Second Homes. After taking account of the approved transfer to reserves for utilities, the period 13 position is an underspend of £0.874 million. This position does not yet take account of interest on balances or the bad debt provision which will not be confirmed until the end of the financial year.
- 5.12. **Council Tax and Council Tax Reduction Scheme:** The period 13 position is showing an over recovery of £2.513 million, including Council Tax Second Homes income. This is in line with the forecast outturn position.
- 5.13. **Trading Operations:** Included within the position for the General Fund Revenue is an actual surplus before transfers to reserves of £7.521 million, representing an under recovery of £2.572 million against phased budget. The position after transfers to reserves is a surplus of £7.481 million, representing an under recovery against phased budget of £2.612 million.

- 5.14. The under recovery lies within the Property Trading Operation due to the timing of works in relation to Early Years, Central Heating Programmes and Growth and Capacities in Schools and also within the Fleet Trading Operation due to higher expenditure on materials, external repair costs and timing of efficiencies. In addition, the Roads Trading Operation is showing an under recovery due to the use of external contractors as a result of turnover of staff and also the timing of work on capital projects. The under recovery in the Fleet and Roads Trading Operations are offset by an underspend in Community and Enterprise Resources.
- 5.15. **2018/2019 Additional General Revenue Grant:** Since the last report, the Local Government Finance (Scotland) Order 2019 was approved, which included additional funding for 2018/2019 of £0.010 million for Seatbelts on School Transport and £0.005 million for Child Poverty Action Reports. The annual budget and outturn figures included in the Appendices to this report include this additional funding.
- 5.16. **Other Funding:** There has been no other additional funding notified to the Council since the last report (13 March 2019).
- 6. Housing Revenue Account:** As at 1 March 2019, Appendix 3 of the report shows a breakeven position against the phased budget on the Housing Revenue Account. The forecast to 31 March 2019 on the Housing Revenue Account is a breakeven position.
- 7. Employee Implications**
- 7.1. None.
- 8. Financial Implications**
- 8.1. As detailed within this report.
- 9. Other Implications**
- 9.1. 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.
- 9.2. There are no implications for sustainability in terms of the information contained in 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 is also no requirement to undertake any consultation in terms of the information contained in this report.

Paul Manning
Executive Director (Finance and Corporate Resources)

11 March 2019

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, Effective, Efficient and Transparent

Previous References

- ◆ Executive Committee, 13 March 2019

List of Background Papers

- ◆ Financial ledger and budget monitoring results to 1 March 2019

Contact for Further Information

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

Lorraine O'Hagan, Finance Manager (Strategy)

Ext: 2601 (Tel: 01698 452601)

E-mail: lorraine.o'hagan@southlanarkshire.gov.uk

SOUTH LANARKSHIRE COUNCIL
Revenue Budget Monitoring Report (BEFORE Transfers)
Period Ended 1 March 2019 (No.13)

<u>Committee</u>	Annual Budget	Annual Forecast BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Budget Proportion to 01/03/19	Actual to Period 13 01/03/19	Variance to 01/03/19	
	£m	£m	£m	£m	£m	£m	
Departments:							
Community and Enterprise Resources	115.926	115.196	0.730	105.465	104.039	1.426	under
Facilities Streets and Waste (Inc. Support)	64.074	63.969	0.105	56.338	56.199	0.139	under
Environmental Services (Inc. Projects)	3.963	3.882	0.081	3.551	3.352	0.199	under
Leisure and Culture Services	18.902	19.269	(0.367)	18.116	18.086	0.030	under
Planning and Economic Development	2.958	2.683	0.275	6.418	6.254	0.164	under
Roads	26.029	25.393	0.636	21.042	20.148	0.894	under
Education Resources	310.391	305.929	4.462	271.557	267.709	3.848	under
Finance and Corporate Resources	33.908	33.908	0.000	35.941	35.941	0.000	-
Finance Services	15.412	15.109	0.303	16.224	15.849	0.375	under
Audit and Compliance Services	0.347	0.352	(0.005)	0.463	0.480	(0.017)	over
Information Technology Services	4.278	4.344	(0.066)	5.184	5.250	(0.066)	over
Communications and Strategy Services	1.099	1.402	(0.303)	1.200	1.459	(0.259)	over
Administration and Licensing Services	4.495	4.618	(0.123)	4.784	4.988	(0.204)	over
Personnel Services	8.277	8.083	0.194	8.086	7.915	0.171	under
Housing and Technical Resources	19.912	19.013	0.899	18.351	17.331	1.020	under
Housing Services	7.456	6.523	0.933	6.115	5.160	0.955	under
Property Services	12.456	12.490	(0.034)	12.236	12.171	0.065	under
Social Work Resources	152.206	153.315	(1.109)	125.739	126.652	(0.913)	over
Performance and Support Services	7.891	7.166	0.725	6.784	6.092	0.692	under
Children and Families	29.685	31.466	(1.781)	27.120	28.687	(1.567)	over
Adults and Older People	113.535	113.730	(0.195)	91.662	91.839	(0.177)	over
Justice and Substance Misuse	1.095	0.953	0.142	0.173	0.034	0.139	under
Joint Boards	2.363	2.363	0.000	2.212	2.212	0.000	-
	634.706	629.724	4.982	559.265	553.884	5.381	under

<u>Committee</u>	Annual Budget	Annual Forecast BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Budget Proportion to 01/03/19	Actual to Period 13 01/03/19	Variance to 01/03/19	
	£m	£m	£m	£m	£m	£m	
Service Departments Total	634.706	629.724	4.982	559.265	553.884	5.381	under
Trading Accounts Surplus	(11.919)	(9.693)	(2.226)	(10.093)	(7.521)	(2.572)	over
CFCR	0.000	0.000	0.000	0.000	0.000	0.000	-
Loan Charges	57.505	51.605	5.900	57.505	51.605	5.900	under
Corporate Items	4.220	2.325	1.895	1.818	0.510	1.308	under
Transfer to Reserves	5.191	5.191	0.000	5.191	5.191	0.000	-
Total Expenditure	689.703	679.152	10.551	613.686	603.669	10.017	under
Council Tax	146.058	148.566	2.508	135.625	137.954	2.329	over rec
Less: Council Tax Reduction Scheme	(19.670)	(19.472)	0.198	(18.265)	(18.081)	0.184	under
Net Council Tax	126.388	129.094	2.706	117.360	119.873	2.513	over rec
General Revenue Grant	253.434	253.434	0.000	229.595	229.595	0.000	-
Non Domestic Rates	295.500	295.500	0.000	272.769	272.769	0.000	-
Transfer from Reserves	14.381	14.381	0.000	14.381	14.381	0.000	-
Total Income	689.703	692.409	2.706	634.105	636.618	2.513	over rec
Net Expenditure / (Surplus)	0.000	(13.257)	13.257	(20.419)	(32.949)	12.530	under

<u>Corporate Pressures</u>	Annual Budget	Annual Forecast BEFORE Transfers	Annual Forecast Variance BEFORE Transfers
	£m	£m	£m
Net Expenditure / (Surplus)	0.000	(13.257)	13.257
2019/2020 Strategy	0.000	4.000	(4.000)
2018/2019 Pay Award - additional 0.5%	0.000	1.305	(1.305)
2019/2020 Strategy - additional	0.000	1.000	(1.000)
Total Expenditure	0.000	(6.952)	6.952

SOUTH LANARKSHIRE COUNCIL
Revenue Budget Monitoring Report (BEFORE Transfers)
Period Ended 1 March 2019 (No.13)

<u>Budget Category</u>	Annual Budget	Annual Forecast BEFORE Transfers	Annual Forecast Variance BEFORE Transfers	Budget Proportion to 01/03/19	Actual to Period 13 01/03/19	Variance to 01/03/19	
	£m	£m	£m	£m	£m	£m	
Service Departments:							
Expenditure							
Employee Cost	420.256	417.695	2.561	369.346	366.069	3.277	under
Property Costs	52.156	50.889	1.267	47.252	46.108	1.144	under
Supplies and Services	32.437	30.776	1.661	26.783	25.723	1.060	under
Transport Costs	23.071	23.686	(0.615)	21.066	21.550	(0.484)	over
Administration Costs	12.132	12.645	(0.513)	9.860	10.134	(0.274)	over
Payments to Other Bodies	55.375	56.759	(1.384)	48.606	49.519	(0.913)	over
Payments to Contractors	186.847	186.990	(0.143)	161.598	161.554	0.044	under
Transfer Payments	3.465	3.656	(0.191)	3.353	3.567	(0.214)	over
Housing Benefits	80.897	79.220	1.677	73.798	72.240	1.558	under
Financing Charges (controllable)	2.110	2.073	0.037	1.639	1.593	0.046	under
Total	868.746	864.389	4.357	763.301	758.057	5.244	under
Service Departments Total	868.746	864.389	4.357	763.301	758.057	5.244	under
Trading Accounts Surplus	(11.919)	(9.693)	(2.226)	(10.093)	(7.521)	(2.572)	over
CFCR	0.000	0.000	0.000	0.000	0.000	0.000	-
Loan Charges	57.505	51.605	5.900	57.505	51.605	5.900	under
Corporate Items	4.220	2.325	1.895	1.818	0.510	1.308	under
Transfer to Reserves	5.191	5.191	0.000	5.191	5.191	0.000	-
Total Expenditure	923.743	913.817	9.926	817.722	807.842	9.880	under
Income							
Housing Benefit Subsidy	75.435	73.950	(1.485)	70.495	69.056	(1.439)	under rec
Other Income	158.605	160.715	2.110	133.541	135.117	1.576	over rec
Council Tax (Net of Council Tax Reduction Scheme)	126.388	129.094	2.706	117.360	119.873	2.513	over rec
General Revenue Grant	253.434	253.434	0.000	229.595	229.595	0.000	-
Non Domestic Rates	295.500	295.500	0.000	272.769	272.769	0.000	-
Transfer from Reserves	14.381	14.381	0.000	14.381	14.381	0.000	-
Total Income	923.743	927.074	3.331	838.141	840.791	2.650	over rec
Net Expenditure / (Income)	0.000	(13.257)	13.257	(20.419)	(32.949)	12.530	under

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report (AFTER Transfers)

Period Ended 1 March 2019 (No.13)

<u>Committee</u>	Annual Budget	Annual Forecast AFTER Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion to 01/03/19	Actual to Period 13 01/03/19	Variance to 01/03/19	
	£m	£m	£m	£m	£m	£m	
Departments:							
Community and Enterprise Resources	115.926	115.593	0.333	105.465	104.436	1.029	under
Facilities Streets and Waste (Inc. Support)	64.074	64.254	(0.180)	56.338	56.484	(0.146)	over
Environmental Services (Inc. Projects)	3.963	3.934	0.029	3.551	3.404	0.147	under
Leisure and Culture Services	18.902	19.269	(0.367)	18.116	18.086	0.030	under
Planning and Economic Development	2.958	2.743	0.215	6.418	6.314	0.104	under
Roads	26.029	25.393	0.636	21.042	20.148	0.894	under
Education Resources	310.391	310.353	0.038	271.557	271.525	0.032	under
Finance and Corporate Resources	33.908	33.908	0.000	35.941	35.941	0.000	-
Finance Services	15.412	15.109	0.303	16.224	15.849	0.375	under
Audit and Compliance Services	0.347	0.352	(0.005)	0.463	0.480	(0.017)	over
Information Technology Services	4.278	4.344	(0.066)	5.184	5.250	(0.066)	over
Communications and Strategy Services	1.099	1.402	(0.303)	1.200	1.459	(0.259)	over
Administration and Licensing Services	4.495	4.618	(0.123)	4.784	4.988	(0.204)	over
Personnel Services	8.277	8.083	0.194	8.086	7.915	0.171	under
Housing and Technical Resources	19.912	19.912	0.000	18.351	18.144	0.207	under
Housing Services	7.456	7.422	0.034	6.115	5.973	0.142	under
Property Services	12.456	12.490	(0.034)	12.236	12.171	0.065	under
Social Work Resources	152.206	153.315	(1.109)	125.739	126.652	(0.913)	over
Performance and Support Services	7.891	7.166	0.725	6.784	6.092	0.692	under
Children and Families	29.685	31.466	(1.781)	27.120	28.687	(1.567)	over
Adults and Older People	113.535	113.730	(0.195)	91.662	91.839	(0.177)	over
Justice and Substance Misuse	1.095	0.953	0.142	0.173	0.034	0.139	under
Joint Boards	2.363	2.363	0.000	2.212	2.212	0.000	-
	634.706	635.444	(0.738)	559.265	558.910	0.355	under

<u>Committee</u>	Annual Budget	Annual Forecast AFTER Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion to 01/03/19	Actual to Period 13 01/03/19	Variance to 01/03/19	
	£m	£m	£m	£m	£m	£m	
Service Departments Total	634.706	635.444	(0.738)	559.265	558.910	0.355	under
Trading Accounts Surplus	(11.919)	(9.653)	(2.266)	(10.093)	(7.481)	(2.612)	over
CFCR	0.000	0.000	0.000	0.000	0.000	0.000	-
Loan Charges	57.505	51.605	5.900	57.505	51.605	5.900	under
Corporate Items	4.220	2.759	1.461	1.818	0.944	0.874	under
Transfer to Reserves	5.191	5.191	0.000	5.191	5.191	0.000	-
Total Expenditure	689.703	685.346	4.357	613.686	609.169	4.517	under
Council Tax	146.058	148.566	2.508	135.625	137.954	2.329	over rec
Less: Council Tax Reduction Scheme	(19.670)	(19.472)	0.198	(18.265)	(18.081)	0.184	under
Net Council Tax	126.388	129.094	2.706	117.360	119.873	2.513	over rec
General Revenue Grant	253.434	253.434	0.000	229.595	229.595	0.000	-
Non Domestic Rates	295.500	295.500	0.000	272.769	272.769	0.000	-
Transfer from Reserves	14.381	14.381	0.000	14.381	14.381	0.000	-
Total Income	689.703	692.409	2.706	634.105	636.618	2.513	over rec
Net Expenditure / (Surplus)	0.000	(7.063)	7.063	(20.419)	(27.449)	7.030	under

<u>Corporate Pressures</u>	Annual Budget	Annual Forecast AFTER Transfers	Annual Forecast Variance AFTER Transfers
	£m	£m	£m
Net Expenditure / (Surplus)	0.000	(7.063)	7.063
2019/2020 Strategy	0.000	4.000	(4.000)
2018/2019 Pay Award - additional 0.5%	0.000	1.305	(1.305)
2019/2020 Strategy - additional	0.000	1.000	(1.000)
Total Expenditure	0.000	(0.758)	0.758

SOUTH LANARKSHIRE COUNCIL
Revenue Budget Monitoring Report (AFTER Transfers)
Period Ended 1 March 2019 (No.13)

<u>Budget Category</u>	Annual Budget	Forecast AFTER Transfers	Annual Forecast Variance AFTER Transfers	Budget Proportion to 01/03/19	Actual to Period 13 01/03/19	Variance to 01/03/19	
	£m	£m	£m	£m	£m	£m	
Service Departments:							
Expenditure							
Employee Cost	420.256	418.913	1.343	369.346	367.324	2.022	under
Property Costs	52.156	50.899	1.257	47.252	46.138	1.114	under
Supplies and Services	32.437	33.703	(1.266)	26.783	28.190	(1.407)	over
Transport Costs	23.071	23.686	(0.615)	21.066	21.550	(0.484)	over
Administration Costs	12.132	12.645	(0.513)	9.860	10.134	(0.274)	over
Payments to Other Bodies	55.375	57.001	(1.626)	48.606	49.619	(1.013)	over
Payments to Contractors	186.847	187.090	(0.243)	161.598	161.654	(0.056)	over
Transfer Payments	3.465	3.656	(0.191)	3.353	3.567	(0.214)	over
Housing Benefits	80.897	79.220	1.677	73.798	72.240	1.558	under
Financing Charges (controllable)	2.110	2.073	0.037	1.639	1.593	0.046	under
Total	868.746	868.886	(0.140)	763.301	762.009	1.292	under
Service Departments Total	868.746	868.886	(0.140)	763.301	762.009	1.292	under
Trading Accounts Surplus	(11.919)	(9.653)	(2.266)	(10.093)	(7.481)	(2.612)	over
CFCR	0.000	0.000	0.000	0.000	0.000	0.000	-
Loan Charges	57.505	51.605	5.900	57.505	51.605	5.900	under
Corporate Items	4.220	2.759	1.461	1.818	0.944	0.874	under
Transfer to Reserves	5.191	5.191	0.000	5.191	5.191	0.000	-
Total Expenditure	923.743	918.788	4.955	817.722	812.268	5.454	under
Income							
Housing Benefit Subsidy	75.435	73.950	(1.485)	70.495	69.056	(1.439)	under rec
Other Income	158.605	159.492	0.887	133.541	134.043	0.502	over rec
Council Tax (Net of Council Tax Reduction Scheme)	126.388	129.094	2.706	117.360	119.873	2.513	over rec
General Revenue Grant	253.434	253.434	0.000	229.595	229.595	0.000	-
Non Domestic Rates	295.500	295.500	0.000	272.769	272.769	0.000	-
Transfer from Reserves	14.381	14.381	0.000	14.381	14.381	0.000	-
Total Income	923.743	925.851	2.108	838.141	839.717	1.576	over rec
Net Expenditure / (Income)	0.000	(7.063)	7.063	(20.419)	(27.449)	7.030	under

SOUTH LANARKSHIRE COUNCIL
Revenue Budget Monitoring Report
Period Ended 1 March 2019 (No.13)
Housing Revenue Account

	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion to 01/03/19	Actual to Period 13 01/03/19	Variance to 01/03/19		%	Note
	£m	£m	£m	£m	£m	£m			
Employee Costs	12.718	12.544	0.174	11.501	11.390	0.111	under	1.0%	1
Property Costs	42.507	42.465	0.042	32.971	32.924	0.047	under	0.1%	2
Supplies & Services	0.610	0.554	0.056	0.546	0.495	0.051	under	9.3%	
Transport & Plant	0.194	0.174	0.020	0.182	0.162	0.020	under	11.0%	
Administration Costs	5.713	5.677	0.036	0.627	0.617	0.010	under	1.6%	
Payments to Other Bodies	3.221	3.221	0.000	0.066	0.043	0.023	under	34.8%	
Payments to Contractors	0.100	0.129	(0.029)	0.095	0.123	(0.028)	over	(29.5%)	
Transfer Payments	0.000	0.000	0.000	0.000	0.000	0.000	-	n/a	
Financing Charges	23.730	23.761	(0.031)	0.051	0.046	0.005	under	9.8%	
Total Controllable Expenditure	88.793	88.525	0.268	46.039	45.800	0.239	under	0.5%	
Total Controllable Income	(98.991)	(98.432)	(0.559)	(82.693)	(82.454)	(0.239)	under recovered	(0.3%)	3
Transfer to/(from) Balance Sheet	(4.603)	(4.604)	0.001	(4.249)	(4.249)	0.000	under	0.0%	
Net Controllable Expenditure	(14.801)	(14.511)	(0.290)	(40.903)	(40.903)	0.000	-	0.0%	
Add: Non Controllable Budgets									
Financing Charges	14.801	14.511	0.290	0.000	0.000	0.000	-	0.0%	
Total Budget	0.000	0.000	0.000	(40.903)	(40.903)	0.000	-	0.0%	

Variance Explanations

1. Employee Costs

This underspend reflects the current turnover levels and vacancies across the service.

2. Property Costs

This underspend relates to bad debt provision being lower than anticipated, partially offset by reflects expenditure on repairs which are demand led.

3. Income

This under recovery relates to rental income and reflects the timing of the completion of new build properties.

Report

5

Report to:	Executive Committee
Date of Meeting:	1 May 2019
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Trading Services Financial Performance for Period 13 - 1 April 2018 to 1 March 2019 and Probable Outturn
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide information on the estimated surplus for each of the Council's Trading Operations
- ◆ provide information on the actual surplus as at 1 March 2019
- ◆ provide an update on the projected results for the financial year 2018/2019

2. Recommendation(s)

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

- (1) that the Trading Operations' outturn position, be noted;
- (2) that the surplus achieved to 1 March 2019 before transfers to reserves of £7.521 million, as detailed in Appendix A of the report, be noted;
- (3) that the surplus achieved to 1 March 2019 after transfers to reserves of £7.481 million, as detailed in Appendix B of the report, be noted; and
- (4) that the transfer of Fleet and Roads to the Community and Enterprise Resources budget and the transfer of Property Services to Housing and Technical Resources budget in 2019/2020 (Section 8), be approved.

3. Background

3.1. This is an overview report which will summarise the 2018/2019 forecast spend for the Council's Trading Operations to 31 March 2019 (section 6). This is known as the Probable Outturn position. The report shows this position before transfers to reserves and then after the proposed transfers to reserves. It will also provide details of the Trading Operations' Monitoring Position to 1 March 2019, compared with the budget for the same period (section 7).

4. Trading Operations Budget

4.1. As part of the budget for 2018/2019, an estimated target for Trading Operations' surpluses was set at £11.466 million. In the period to 9 November 2018, this was revised to £11.919 million. There were no further adjustments made in the period to 1 March 2019.

4.2. Details of the financial performance of each of the individual Trading Operations is provided in Appendices A and B to this report.

- 4.3. This budgeted surplus sum will continue to be taken as a minimum target for achievement by the Trading Operations. Effort will be maintained to maximise results during the remainder of this financial year.

5. Employee Implications

- 5.1. None.

6. Probable Outturn Forecast to 31 March 2019

- 6.1. As noted in the last report to this meeting (13 March 2019), the forecast outturn position to 31 March 2019 is an under recovery against surplus of £2.226 million before any transfers to reserves. This is shown in Appendix A.
- 6.2. A transfer to reserves of £0.040 million was approved in relation to the Fleet Trading Operation for the replacement of equipment in the depots. After taking this transfer into account the outturn position after transfers to reserves is an under recovery against surplus of £2.266 million, as shown in Appendix B.

7. Financial Implications – Revenue Monitoring Position 2018/2019

- 7.1. As at period 13 (1 March 2019), the actual surplus before transfers achieved by the Trading Operations totals £7.521 million. This represents an under recovery of £2.572 million against the phased budget. Of this under recovery, £1.361 million at period 13 relates to the Property Trading Operation due to timing of works.
- 7.2. £0.981 million relates to the Fleet Trading Operation due to expenditure on materials, external repairs and the timing of efficiencies and £0.230 million relates to the Roads Trading Operation. The Roads Trading Operation under recovery against surplus is higher than that reported as part of the probable exercise due to the use of external contractors as a result of turnover of staff, and also the timing of work on capital projects. The under recovery against surplus in Fleet and Roads is offset by an underspend in the Community and Enterprise Resources' budget, as shown in the Revenue Budget Monitoring Report for the period ended 1 March 2019.
- 7.3. The position at period 13 after transfers is a surplus of £7.481 million, an under recovery of £2.612 million.

8. 2019/2020 – Proposed Change in Status of Fleet, Roads and Property Services Trading Operations

- 8.1. In 2017/2018, following a review of the Trading Operations, the Executive Committee (28 June 2017) approved the removal the Grounds and Facilities Management Trading Operations, and their subsequent transfer to the Community and Enterprise Resources Client budget. At this point, the report stated that this approach would also be considered for the remaining 3 Trading Operations, Fleet, Roads and Property Services.
- 8.2. During 2018/2019, a review has taken place of these remaining Trading Operations. As a result of the review and through reviewing the technical guidance around what constitutes a statutory Trading Operation, it is proposed that the Fleet, Roads and Property Services are no longer regarded as Trading Operations, thus removing the requirement to separately report them as significant Trading Operations to Committee and in the Annual Accounts. There is also work ongoing which could potentially eliminate the current recharge process operated by these services going forward.

- 8.3. Whilst there are no direct financial or employee implications of the proposal, Fleet and Roads will transfer to the Community and Enterprise Resources budget and Property Services will transfer to the Housing and Technical Resources budget.
- 8.4. The Committee is being asked to approve this proposal, and if agreed, the changes will be implemented for financial year 2019/2020. A report will also be taken to the Financial Resources Scrutiny Forum on this.
- 8.5. Services continue to ensure best value and this decision does not change that.
- 9. Other Implications**
- 9.1. The main risk associated with the Trading Operations' Budgets is that there is a reduction in the surplus achieved. The risk has been assessed as low given the detailed budget management applied across the Trading Operations. 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.
- 9.2. There are no implications for sustainability in terms of the information contained in 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.
- 7.2. There is also no requirement to undertake any consultation in terms of the information contained in this report.

Paul Manning
Executive Director (Finance and Corporate Resources)

11 March 2019

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, Effective, Efficient and Transparent

Previous References

- ◆ Executive Committee, 13 March 2019

List of Background Papers

- ◆ Financial ledger and budget monitoring results to 1 March 2019

Contact for Further Information

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

Lorraine O'Hagan, Finance Manager (Strategy)

Ext: 2601 (Tel: 01698 452601)

E-mail: lorraine.o'hagan@southlanarkshire.gov.uk

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report (BEFORE Transfers)

Period Ended 1 March 2019 (No.13)

Trading Operations

	Revenue Budget Surplus	Forecast Revenue Budget Surplus BEFORE Transfers	Forecast Variance BEFORE Transfers	Phased Budget (Surplus) at 01/03/19	Actual (Surplus) / Deficit at 01/03/19	Variance at 01/03/19	
Trading Service	£m	£m	£m	£m	£m	£m	
Fleet	(2.876)	(2.100)	(0.776)	(2.614)	(1.633)	(0.981)	under surplus
Roads	(4.639)	(4.614)	(0.025)	(4.119)	(3.889)	(0.230)	under surplus
Property Services	(4.404)	(2.979)	(1.425)	(3.360)	(1.999)	(1.361)	under surplus
Total	(11.919)	(9.693)	(2.226)	(10.093)	(7.521)	(2.572)	under surplus

SOUTH LANARKSHIRE COUNCIL

Revenue Budget Monitoring Report (AFTER Transfers)

Period Ended 1 March 2019 (No.13)

Trading Operations

	Revenue Budget Surplus	Forecast Revenue Budget Surplus AFTER Transfers	Forecast Variance AFTER Transfers	Phased Budget (Surplus) at 01/03/19	Actual (Surplus) / Deficit at 01/03/19	Variance at 01/03/19	
Trading Service	£m	£m	£m	£m	£m	£m	
Fleet	(2.876)	(2.060)	(0.816)	(2.614)	(1.593)	(1.021)	under surplus
Roads	(4.639)	(4.614)	(0.025)	(4.119)	(3.889)	(0.230)	under surplus
Property Services	(4.404)	(2.979)	(1.425)	(3.360)	(1.999)	(1.361)	under surplus
Total	(11.919)	(9.653)	(2.266)	(10.093)	(7.481)	(2.612)	under surplus

Report

6

Report to:	Executive Committee
Date of Meeting:	1 May 2019
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Additional Funding from the Scottish Government and Other External Sources
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ advise Members of additional funding that has been made available to the Council by the Scottish Government and other external sources since the last report to this Committee (13 February 2019)

2. Recommendation(s)

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

- (1) that the additional capital funding of £2.506 million as detailed at Appendix 1 of the report, be noted.

3. Background

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

4. Employee Implications

4.1. None.

5. Financial Implications

- 5.1. Additional capital funding of £2.506 million has been identified for 2019/2020.
- 5.2. Resource budgets will be updated to reflect this additional funding as required, and where appropriate, details of spending plans will be presented to Resource Committees for approval.

6. Other Implications

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

7. Equality Impact Assessment and Consultation Arrangements

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

Paul Manning
Executive Director (Finance and Corporate Resources)

26 March 2019

Link(s) to Council Objectives/Values

- ◆ Accountable, effective, efficient and transparent

Previous References

- ◆ Executive Committee, 13 February 2019

List of Background Papers

- ◆ Additional Funding Reports, 23 January 2019 to 20 March 2019

Contact for Further Information

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

Lorraine O'Hagan, Finance Manager (Strategy)

Ext: 2601 (Tel: 01698 452601)

E-mail: lorraine.o'hagan@southlanarkshire.gov.uk

Additional Capital Funding

Resource	Description	2019/20 £m	2020/21 £m	Total £m	Method
Community & Enterprise Resources	Town Centre Fund	2.506	0.000	2.506	Scottish Government Grant
	TOTAL CAPITAL FUNDING	2.506	0.000	2.506	

Report

7

Report to:	Executive Committee
Date of Meeting:	1 May 2019
Report by:	Executive Director (Community and Enterprise Resources)

Subject:	Glasgow City Region City Deal – Strathaven Road - Woodfoot Road Transport Corridor Improvements - Full Business Case
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ set out the Full Business Case (FBC) for the Strathaven Road – Woodfoot Road Transport Corridor Improvements element of the Hamilton Community Growth Area City Deal project
- ◆ advise Committee on the next steps in progressing the project

2. Recommendation(s)

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

- (1) that the Strathaven Road – Woodfoot Road Transport Corridor Improvements Full Business Case be approved; and
- (2) that grant funding be sought in accordance with the City Deal Grant Distribution Process outlined in the Assurance Framework in relation to the delivery of the project with the precise arrangements to be agreed by the City Deal Chief Executive's Group (CEG) and City Deal Cabinet.

3. Background

- 3.1. The Council is 1 of 8 local authorities who, with the UK and Scottish Governments, are signatories to the £1.13 billion Glasgow City Region City Deal.
- 3.2. The City Deal is made up of a list of 20 key infrastructure projects that are intended to collectively drive economic and inclusive growth across the Glasgow City Region area.
- 3.3. Community Growth Areas (CGAs) is one of four South Lanarkshire projects among the list of twenty. Hamilton Community Growth Area is one of 4 CGAs that have been combined together form the CGA project – the other CGAs being located in Newton, Larkhall and East Kilbride.

- 3.4. The Hamilton CGA comprises a number of individual education and transport infrastructure projects which will be delivered over a timeframe of up to 10 years which will in turn 'create' capacity to accommodate the increase in population from housebuilding of up to 1800 residential units. The Strathaven Road – Woodfoot Road Transport Corridor Improvements is the third of these projects to be brought forward to Full Business Case stage at Hamilton CGA, the previous two being Woodhead Primary School Extension Primary School and Highstonehall Road Improvements.
- 3.5. Governance arrangements for the City Deal initiative are defined within the associated Assurance Framework. This sets out requirements for the development of Business Cases for individual projects. The first level of business case was the Strategic Business Case and this was approved by the Executive Committee on 26 August 2015 and the second level business case, the Hamilton CGA Outline Business Case, was approved by the Executive Committee on the 5 October 2016. This outline business case was also confirmed as being HM Treasury Green Book compliant by the City Deal Cabinet on 14 August 2018.
- 3.6. Full Business Cases for each project requires to be formally approved via the:-
- ◆ Member Authority Committee process
 - ◆ City Deal Chief Executive's Group which considered and approved this FBC on 25 April subject to this Committee approval.

4. Current Proposal

- 4.1. A Full Business Case (FBC) has now been produced for the Strathaven Road – Woodfoot Road Transport Corridor Improvements element of the Hamilton CGA project. As a result of impacts generated by the new homes to be built on the site a number of improvements require to be implemented to address the increase in traffic movements in the local road network. This FBC covers two road junction improvements at Strathaven Road/Annsfield Road and Woodfoot Road/Sherry Drive.

- 4.2. The physical outputs from the project are:-

Strathaven Road / Annsfield Road Junction

- ◆ 1 existing traffic light controlled junction at Strathaven Road reconfigured
- ◆ 5 improved pedestrian crossing points
- ◆ 290 sq. m of new carriageway created via widening works
- ◆ Associated improvements to the existing carriageway, footpaths and LED street lighting installation

Woodfoot Road / Sherry Drive Junction

- ◆ 1 new traffic light controlled junction created at Woodfoot Road / Sherry Drive.
- ◆ 3 no. pedestrian crossing points installed
- ◆ 300 sq. m of new carriageway created via widening works
- ◆ Associated improvements to the existing carriageway, footpaths and LED street lighting installation

4.3. This FBC continues to make the case for the City Deal funding for Hamilton CGA project in terms of:-

- ◆ Strategic Fit
- ◆ Commercial Case
- ◆ Economic Case
- ◆ Financial Case
- ◆ Management Case

The Executive Summary of the FBC is contained in Appendix 1.

4.4. The production of the Full Business Case is the final City Deal approval milestone for this element of the Hamilton CGA project and provides details of the delivery and construction of the of the road junction woks.

4.5. The project cost is £1.079 million comprising £0.928 million City Deal funding (86% share) and £0.151 million SLC funding (14% share).

4.6. The approval of this Full Business Case will release funds to meet all these costs. The roundabout construction contract is expected to commence on site in June 2019.

5. Employee Implications

5.1. There are no direct employee implications from this project as existing resources within Planning and Economic Development Services are currently tasked with the management and delivery of this City Deal project.

6. Financial Implications

6.1. The project budget for the Strathaven Road – Woodfoot Road Transport Corridor Improvements project is £1.079 million. Project costs incorporate all construction related costs and community benefit monitoring.

6.2. The City Deal funding element of the total project cost is 86% of the project cost (£0.928 million) with the Council contributing the 14% balance (0.151million).

7. Other Implications

7.1. Risk - The City Deal Cabinet has a Risk Management Strategy applied across all City Deal projects. The purpose of this Risk Management Strategy is to provide a systematic and effective method by which risks can be consistently managed. It adopts a best practice approach, describes the specific risk management techniques and standards to be applied and the responsibilities for achieving effective risk management.

7.2. The Council is required to apply this City Deal Risk Management Strategy across each of its City Deal projects to ensure consistency across all City Deal projects. This will be a key tool in mitigating project risks and thereby limiting our financial risk associated with the Council's 14% share of City Deal project costs. A robust monitoring system has also been put in place to ensure that 'early warnings' are provided and appropriate action taken.

7.3. Sustainability – The statutory processes associated with the approval of the Hamilton CGA have considered the following sustainability agenda items and are subject to monitoring and review as detailed proposals for each phase of the development progress:-

- ◆ encourage energy efficiency through the orientation and design of buildings
- ◆ choice of materials and the use of low and zero carbon generating technologies
- ◆ support sustainable water resource management
- ◆ support sustainable waste management
- ◆ consider the lifecycle of the development
- ◆ encourage the use of sustainable and recycled materials in construction
- ◆ support habitat connectivity
- ◆ consider active travel and sustainable transport links

8. Equality Impact Arrangements and Consultation Arrangements

8.1. This report does not introduce a new policy, function or strategy or recommend a significant change to an existing policy, function or strategy, and, therefore, no impact assessment is required. Consultation has taken place with relevant Resources within the Council and the CGA developers. In addition consultation was undertaken with the wider community through the planning process.

Michael McGlynn

Executive Director (Community and Enterprise Resources)

11 April 2018

Link(s) to Council Values/Ambitions/Objectives

- ◆ Get it right for children and young people
- ◆ Promote economic growth and tackle disadvantage
- ◆ Improve the availability, quality and access of housing
- ◆ Improve the road network, influence improvements in public transport and encourage active travel
- ◆ Work with communities and partners
- ◆ Improve achievement and attainment

Previous References

- ◆ Executive Committee, 26 August 2015 – City Deal – South Lanarkshire Council, Community Growth Areas, Strategic Business Case,
- ◆ Executive Committee, 05 October 2016 – City Deal – South Lanarkshire Council Community Growth Areas, Hamilton Community Growth Area, Outline Business Case
- ◆ Executive Committee, 15 August 2018 – City Deal – Hamilton Community Growth Area, Woodhead Primary School Extension - Full Business Case
- ◆ Executive Committee, 21 November 2018 – City Deal – Hamilton Community Growth Area, Highstonehall Road Improvements – Full Business Case

List of Background Papers

- ◆ City Deal, Hamilton Community Growth Area – Strathaven Road – Woodfoot Road Transport Corridor Improvements, Full Business Case (FBC3)

Contact for Further Information

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

Ken Meek, Project Manager

Ext: 5928 (Tel: 01698 455928)

E-mail: ken.meek@southlanarkshire.gov.uk

Appendix 1 - Strathaven Road – Woodfoot Road Transport Corridor Improvements Full Business Case

Executive Summary

- i. This Final Business Case 3 (FBC3) is for £1.079 million City Deal funding – £0.928 m City Deal (86%) and £0.151 m SLC (14%) – to enable junction upgrades to the Strathaven Road - Woodfoot Road Transport Corridors at the Hamilton Community Growth Area (CGA), accounting for Element 3 of the whole CGA project proposal. This FBC continues to build the case from the Strategic Business Case (SBC) which secured approval for £62.3m across South Lanarkshire's four CGAs and from the Outline Business Case (OBC) which secured approval for £21.002m City Deal funding to develop the Hamilton CGA project, comprising off-site education, community and transport infrastructure.

The Strategic Case

- ii. As presented in the OBC, there is a need for investment in offsite road infrastructure (and education/ community facilities) to allow the development of 1,800 new homes at Hamilton CGA.
- iii. The strategic aim of the Strathaven Road - Woodfoot Road Transport Corridors Junction Improvement project element is:

“To deliver the off-site road infrastructure in a manner that enables delivery of the residential development 11 years earlier than planned with associated economic and social benefits.”
- iv. In advance of the CGA development receiving planning consent it was necessary to carry out a transport assessment to consider the implications of developing up to 1,800 new homes at Hamilton CGA. This included a review of the existing road network capacity, the additional traffic generation created and increased use of public transport by up to 6,345 new residents.
- v. As reported in the OBC (and evidenced in the development profiles at Appendix 3), the counterfactual arrangement is that the CGA development will be less attractive to purchasers and it will take until 2041 to complete the 1,800 houses (2030 with preferred intervention).

The Economic Case

- vi. The economic case presents and tests a series of alternative options – including the counterfactual or ‘do nothing’ options, before a preferred solution that meets the identified needs and delivers Value for Money for the public sector.
- vii. The only viable options at FBC stage for Strathaven Road - Woodfoot Road Transport Corridors were around the design and timing of the project proposal. Through analysis of need and physical solutions, the delivery of off-site road network enhancements at two key junctions on the Strathaven Road - Woodfoot Road Transport Corridors was identified as the best option to achieve the project objectives.

The Commercial Case

- viii. Delivery of additional capacity in the road network is identified as a critical requirement in delivering the full CGA over 12 years by meeting the needs of the key partners – new and existing local residents (by releasing capacity), SLC and City Deal partners (by delivering additional economic value) and housebuilders/ house purchasers (by creating a more attractive development proposition).
- ix. City Deal funding has been identified as the only viable source for delivery of the critical off-site infrastructure works for Hamilton CGA (schools/ roads) needed to bring forward the development earlier than planned. The commercial arrangement for delivery of FBC3 is via appointment of a contractor, via a competitive tender, sourced from the SLC Roads Contracting Framework.
- x. This FBC3 is scheduled to be delivered on site during the summer of 2019 to minimise disruption on the Hamilton road network and ensure continued progress by developers in delivering the CGA project to the desired timescales. It will follow on from the completion of the main works contained in FBC2 at Highstonehall Road.

The Financial Case

- xi. The estimated total City Deal cost of the Hamilton CGA project, submitted at OBC, was £21.002m (split 86% CD / 14% SLC) with potential additional leveraged investment of £3.1m from SLC, £17.5m from Developers' S75 obligations, and £242m housebuilding and associated on-site infrastructure costs.
- xii. Following a competitively tendered procurement exercise, the cost of delivering Strathaven Road - Woodfoot Road Transport Corridors is estimated at £1.079m, accounting for 5.14% of the total approved Hamilton CGA City Deal allocation. The project works will commence on site in June 2019 – following approval of £21m City Deal funding at OBC stage, SLC has committed to carrying the financial risk of any project cost overrun beyond the City Deal funding request for this project i.e. £1.079 m of City Deal funds.
- xiii. SLC will take on the additional maintenance responsibilities of the upgraded road in perpetuity, following completion of the works. These costs will be funded from existing Council revenue and capital budgets, as the need arises.
- xiv. SLC has ultimate responsibility for cost over-runs beyond the level of financial budget/ approval for the CGAs – an allowance of 25% has been made for Optimism Bias within the cost profile for the whole CGA investment programme. The contract for this FBC3 has been awarded on a fixed price basis and Optimism Bias for this element has therefore been reduced to zero. Any VAT applicable has been treated as recoverable.

The Management Case

- xv. The management and delivery of Strathaven Road - Woodfoot Road Transport Corridors will be contained within the remit of SLCs CGA Programme. Hamilton CGA will be managed by SLC in accordance with the standards required by the City Deal governing principles. Project roles have been assigned to Senior Responsible Officer, Project Sponsor, Project Manager and an internal Project Team. SLC Planning & Economic Development will lead the delivery of the project with SLC Roads & Transportation Services providing statutory services back-up as the works require formal Road Construction Consent approval and will be adopted by SLC on completion. This joint approach ensures alignment against other SLC CGA and Roads projects across the transport network.
- xvi. SLC Economic Development will have responsibility for the long-term monitoring and evaluation of the project benefits, including community benefits, in line with the M&E Plan, using in-house resource and supplemented by external specialist consultants as required. The economic impact model developed to appraise the gross and net benefits of the alternative options, allows for the activities to be measured and performance tracked against the forecast profile.
- xvii. The key objectives and critical success factors (as defined in the Strategic Case) have ensured that the development of the Hamilton CGA is embedded in a holistic approach to sustainability – environmental, economic, social and community – and the financial appraisal confirms that the project is financially sustainable, recognising the need for future (planned) investment by the private sector to deliver the new houses.
- xviii. In summary the City Deal investment generates the following results:
 - Hamilton CGA Benefit Cost Ratio over 25 year period
 - Glasgow City Region level – 1.9:1
 - Scotland level – 3.1:1
 - 370 net construction PYE's (Scotland level)
 - 10 net operational FTE's (Scotland level)
 - £0.23 annual GVA (net direct Scotland level impacts)
 - £26m net GVA, discounted over 23 years (Scottish level net direct impact)

Report

8

Report to:	Executive Committee
Date of Meeting:	1 May 2019
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Data Protection Policy Charges for Access to Information
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ request approval for a revised Data Protection Policy to replace the existing Privacy Policy
- ◆ request approval for changes to the Council's Charging Policy in respect of requests for information made under data protection legislation

2. Recommendations

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

- (1) that the revised Data Protection Policy attached at Appendix 1 be approved as a replacement for the existing Privacy Policy; and
- (2) that the proposed changes to the Council's Charging Policy, outlined at section 4 of the report, in respect of requests for information under data protection legislation be agreed.

3. Background

- 3.1. At its meeting on 2 February 2011, the Corporate Resources Committee introduced a fee for the processing of subject access requests under the then Data Protection Act 1998.
- 3.2. On 8 February 2012, the Executive Committee agreed the adoption of a Privacy Policy as part of its overall information governance strategy. This policy set out the Council's approach to achieve compliance with the Data Protection Act 1998 and its governance arrangements for data protection matters.
- 3.3. On 25 May 2018, the General Data Protection Regulation (as supplemented by the Data Protection Act 2018) (the GDPR) came into force and now sets out the rules for the general use of personal information by the Council. The GDPR, however, does not apply to the circumstances set out in paragraph 3.4.
- 3.4. On the same day, Part 3 of the Data Protection Act 2018 (the DPA) came into force. This legislation applies, to situations where the Council, is acting as a law enforcement authority and where it is processing personal data for a law enforcement purpose.
- 3.5. The Council has had to revise a considerable amount of existing documentation and to devise new forms, guidance and processes to take account of the new legislation. This Policy is the last major step in this programme of work.

4. Charging for requests for information

- 4.1. In 2011, the Council set the charge for subject access requests at the maximum figure of £10 permitted under the 1998 Act.
- 4.2. In terms of the GDPR, an individual is still entitled to make a request for any personal information held by the Council. The period for compliance with these requests has reduced from 40 calendar days to 1 month (which is being taken as referring to 30 calendar days).
- 4.3. The GDPR states that such requests must be free of charge, except in the circumstances set out in 4.4 of this Report. Accordingly, the Council is no longer allowed to charge the £10 fee for subject access requests and the Charging Policy must reflect that.
- 4.4. Limited circumstances remain in which the Council may levy a fee under the GDPR. This ability is restricted to requests that are manifestly unfounded or excessive, particularly because of their repetitive character. The fee may take account of the administrative costs incurred to provide the information. Alternatively the Council may refuse to provide the information. The ability to charge a fee may be subject to limits made by the UK Government under section 12 of the Data Protection Act 2018 (which has repealed the previous 1998 Act in full). There are no such limits in force as yet.
- 4.5. The DPA 2018 contains similar provisions regarding charges in respect of requests for information made under it.
- 4.6. In terms of the existing Charging Policy, the decision to charge/waive fees is delegated to the Executive Director (Finance and Corporate Resources) and those authorised by him. Given the legislative changes, it is suggested that:-
 - (a) the fee of £10 for subject access requests be removed and that
 - (b) the discretion to levy a fee or to refuse a request meeting the criteria outlined in 4.4 above under the GDPR/DPA be delegated to each Executive Director, in respect of requests received by their Resource. The level of fee will be subject to any Regulations regarding limits etc. made by the UK Government.

5. Data Protection Policy

- 5.1. The Data Protection Act 2018 (the DPA) has introduced additional safeguards to protect the rights and freedoms of data subjects in respect of information caught by the special category personal data definition, which were not contained within the previous legislation. These safeguards apply to the processing of special category data under the GDPR as well as the DPA. Special category personal data is that relating to race, politics, religion, union membership, health or sexual orientation.
- 5.2. In order to meet one of these safeguards, the Council must have an “appropriate policy document” in place. Paragraph 39 of Part 4 of Schedule 1 to the DPA (GDPR) and section 42 of the DPA (law enforcement) sets down the required contents of this policy. The Council’s existing Privacy Policy approved in 2012, with some amendments will meet the required content. Consequently, the Privacy Policy has been revised and updated to include any additional required content and the draft Policy is attached to this report for consideration by the Executive Committee.

- 5.3. In order to make it more readily accessible for members of the public who may wish to obtain a copy of the policy, it has been renamed as the “South Lanarkshire Council Data Protection Policy”.

6. Employee Implications

- 6.1. None.

7. Financial Implications

- 7.1. A small amount of income, circa £600 per annum, was generated by former arrangements and this will no longer be received.

8. Other Implications

- 8.1. There are no implications in terms of risk or sustainability.

9. Equality Impact Assessment and Consultation Arrangements

- 9.1 The draft Data Protection Policy has been approved by the Council’s Information Governance Board on 14 May 2018.
- 9.2 In accordance with the requirements of the GDPR, the Council’s Data Protection Officer has been consulted and has assessed the draft Policy as compliant with the GDPR.

Paul Manning

Executive Director (Finance and Corporate Resources)

9 April 2019

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent

Previous References

- ◆ Corporate Resources Committee, 2 February 2011
- ◆ Executive Committee, 8 February 2012

List of Background Papers

- ◆ None

Contact for Further Information

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

Bill Dunn, Information Compliance Manager

Ext: 4564 (Tel: 01698 454564)

E-mail: bill.dunn@southlanarkshire.gov.uk



Data Protection Policy – Our handling of personal information

Who are we?

We are South Lanarkshire Council, a Scottish local authority constituted under the Local Government etc. (Scotland) Act 1994. Our main offices are at Council Offices, Almada Street, Hamilton, ML3 0AA.

Why do we have a data protection policy?

We want users of our services to feel confident about the privacy and security of their personal information. We are aware that the proper handling of this information is vital.

We will take all reasonable steps to ensure that we comply with the requirements of the data protection law, particularly in that the use of your personal information by us is compliant with data protection laws and that any unauthorised access to your personal information is prevented.

How Our Data Protection Policy applies

What is “personal information”?

When we talk about “personal information”, we are referring to “personal data” which is any information that identifies someone as a living, private individual or could do so if combined with any other information.

What information do we hold about people?

In order to provide services, we have and use a large amount of personal data about people. This information could be about current, past and prospective employees, suppliers, clients and service users/customers.

We may hold information such as someone’s name, address and date of birth, but we could have sensitive information such as information about his/her health, racial or ethnic origin, or any criminal offences that he/she may have committed. The type of information that we have will depend upon the reason why we need the information i.e. to provide a service to someone.

How do we get personal information?

In most cases, the information that we have will come from the person concerned, for instance when applying for a service from us. However, the information could come from the person’s legal representative, partner, relatives and other agencies such as the police, other Councils, the NHS or the HMRC. We will ensure that the individual concerned will be made aware that we have received and are using their personal information unless there is a good reason not to do so set down in data protection laws.

Why do we need someone's information?

We will only use personal information where we need to do so in connection with the provision of services or other Council business for instance where necessary to do so in connection with

- a statutory function or
- where we are under an obligation to use the personal information in terms of law or
- where we need to do so in order to perform a contract between you and the Council or
- where we need to do so to protect someone's vital interests or
- if someone else has a legitimate interest in obtaining the personal information. However, we will only do this where we are satisfied that your own rights and freedoms do not take precedence over the interests of the other person/organisation.

There may be cases where what we are offering are additional services which are intended to make a process easier for people but are not necessary for our functions, we will ask you for your consent to use your information in this way. In those cases, you will be entitled to withdraw your consent at any time.

Who could we give your personal information to?

From time to time, we will share someone's personal information with other bodies. There may be times when we will share someone's information without consent, for example, with the police, the NHS or other agencies. We will only share your personal information in compliance with data protection laws.

How do we handle someone's personal information?

When we refer to "using" personal information this has the same meaning as "processing" in terms of data protection laws. This is where we collect, record, organise, structure, store, adapt or alter, retrieve, consult, use, disclose, disseminate or otherwise make available, restrict, erase or destroy any of your personal information.

Before we start to use your personal information that you have provided to us, generally, we will let you know that we are doing so and provide other information to you that will make things clear to you. If we receive your personal information from someone else, generally, we will let you know that we have received your information, what we are doing with it and the other information within 1 month of receiving your information. After then, we will let you know of any new uses of your personal information as soon as we can.

We will not inform you about the uses of your personal information and other relevant information if there is a good reason not to set down in data protection laws such as when providing information could result in harm to someone else.

How long will we keep your information?

We are aware that we must not keep personal information longer than is necessary for our purposes. Sometimes, the law sets down time limits. In that case, we must comply with those specified time limits.

However, in most cases this relates to where we have a business need to keep the personal information although we may not be actively using the information. This usually depends upon whether anyone has continuing interest in (such as auditors) or rights to take action of any sort against us in relation to the purpose the information is being used for. These time limits are set down in statute. This could be, for instance,

- at least 6 months for people who have applied for a job with the Council and have been unsuccessful (the maximum period for them to complain to the Employment Tribunal) or
- a period of at least 5 years from the date when a potential cause of any dispute arose, where someone retains the power to potentially raise proceedings against the Council for payment of money,

- if any action is raised against the Council, the personal information will be kept until the conclusion of that action even if the period of 5 years has passed or
- there may be times when we wish to archive personal information because it is in the public interest to do so. However, we would put appropriate safeguards in place to protect your rights and freedoms.

We maintain Retention Schedules that set out the periods of time that we keep particular information. If you wish to get more information about the specific time limit for particular information, you can

- ask to see the relevant retention schedule or
- exercise your right to be told about our use of your personal information (the right of access – see later).

What are your rights in relation to our use of your personal information?

In terms of data protection laws, you may have some or all of these following rights. The rights in *italics* only apply in certain circumstances or may be restricted and so may not be fully available to you.

You have the right to ask us to

- confirm that we are using personal information about you, provide detail about that information, confirm to whom we have disclosed your information and obtain a copy of the information that we have about you (The right of access)
- correct any incorrect or misleading personal information that we have about you (The right to rectification)
- stop using any or all of your personal information (The right to object)
- delete or destroy your personal information (The right to erasure including *the right to be forgotten*) and
- *stop using your personal information until we can look into correcting your personal information or our justification for using your personal information or to stop us deleting your personal data where you need it in connection with any legal claims (the right of restriction) and*
- *pass your personal information to someone else (the right to data portability (this only applies where we are using your information in relation to a contract or with your consent)).*

When exercising any of the rights, you should try to be as specific as possible about the personal information concerned.

We have guidance about how to exercise these rights. You can get a copy of it

- By mail or email to our Data Protection Officer, whose contact details are given later
- By phone on 0303 123 1015
- By email using dp@southlanarkshire.gov.uk

Alternatively, you can get guidance (and apply to exercise the rights) on the Data Protection page of our website.

Our Governance arrangements

Our data protection promise

We know that if we do not comply with data protection laws, including protecting the information, we will lose the trust and confidence of the public and our partners.

Data protection laws set down rules that we must follow when collecting and using personal information. These rules are called the data protection principles.

To comply with these principles, we must take steps to ensure that all personal information is:

- lawfully, fairly and transparently;
- held and used for specified purposes;
- adequate, relevant and limited to what is necessary for our purposes
- accurate and up to date;
- not kept any longer than necessary; and
- kept secure.

Who is responsible and for what?

We, the Council, as a whole, have a responsibility for compliance with data protection laws. Specific responsibilities have been passed to:

- the Chief Executive and Executive Directors, who will implement and enforce this policy across each Resource and ensure that employees receive the appropriate training
- the Executive Director (Finance and Corporate Resources) who will provide appropriate training to elected members on data protection laws in relation to their roles
- our Information Governance Board who will provide guidance and advice on operational matters such as ensuring security of personal information, how to store information, who should have access to information and how to transfer information to other bodies or agencies
- line managers, who will make sure that employees are aware of and comply with their responsibilities and
- Individual employees, who are to comply with their responsibilities,

Who is our Data Protection Officer and what are their responsibilities?

We have a Data Protection Officer (DPO) to

- help and advise us on meeting our data protection obligations
- check our compliance with data protection laws and our policies, including carrying out audits and ensuring that we have assigned responsibilities and provided training to our employees in accordance with the law and this policy
- provide advice to us to help us carry out any assessments that we may make in connection with data protection compliance.

We will give the DPO independence to carry out these tasks and ensure that the DPO is able to carry out these tasks freely and impartially.

If you have any concerns or enquiries about the way that we use your personal information or wish to exercise any of your rights, you can contact the DPO direct. The DPO's details are as follows

The Data Protection Officer,
Administration and Legal Services
Finance and Corporate Resources
Floor 11
Council Offices
Almada Street,
Hamilton
ML3 0AA

By email to: dp@southlanarkshire.gov.uk

How do we ensure that what we are compliant with data protection laws?

We are aware that our responsibilities apply all of the time that we hold and use your personal information. We appreciate that we must have checks in place to make sure that we treat all personal information correctly.

We will keep in mind that your rights and freedoms go further than respect for your privacy. The appropriateness of all decisions or actions taken by us will be dependent upon the reliability (adequacy, accuracy, and relevancy) and accessibility of your personal information.

Before we start to use your personal information for

- a new purpose or
- make changes to the existing way that we already handle information or
- change the means that we use to process personal information

involving a high risk to your rights and freedoms as an individual, we will carry out a privacy impact assessment (where necessary) at the earliest possible stage in the planning process.

Further, we will carry out regular reviews of the ways that we collect and use personal information to make sure that we are still complying with data protection laws. We will do this by carrying out an assessment at regular periods determined by the sensitivity of the personal information involved.

When carrying out these assessments or dealing with any data protection matters, we will ensure that we involve the DPO, fully, at the earliest opportunity.

We will ensure that any contractors, who are providing services on our behalf, treat any personal information in the same way that we do.

How do people find out about changes to our data protection policy?

We may change our data protection policy from time to time. We will publish any new or amended policy on our website.

More Information

You can get details of our notification to the Information Commissioner and information on data protection laws published by the Information Commissioner at www.ico.gov.uk.

Report

9

Report to: **Executive Committee**
 Date of Meeting: **1 May 2019**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Office Closure – Festive Period**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ request approval for the proposed closure of appropriate offices on Friday 27 December 2019

2. Recommendation(s)

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

- (1) that the proposed office closure on 27 December be approved; and
- (2) that the requirement for some employees to use 1 days annual leave be approved.

3. Background

3.1. In recent years the council has maintained all council offices and services being open and available over the festive period on any days which are not public holidays. Some limited services are delivered during the public holidays but generally offices are closed.

3.2. There is a division in service demand over the festive period, with some services operating as normal and others with very limited requests. In general office based services, unless they are associated with an operating frontline service, are not in high demand and as a result many employees take annual leave over that period with offices operating with a skeleton staff.

3.3. Public holidays fall on a different day of the week each year and this year the pattern is:-

- ◆ 25 and 26 December – Wednesday and Thursday
- ◆ 1 and 2 January – Wednesday and Thursday

4. Proposal

4.1. The pattern of public holidays means that Friday 27 December will be preceded by two days of closure, followed by a closed weekend, two days of limited opening (with a small number of employees), then a further two day closure. This has given rise to the suggestion that the council close as many offices as possible to avoid unnecessary heating and lighting of these premises and allow employees the opportunity to take a longer break.

- 4.2. The proposal is that the main council offices would be closed and that Executive Directors be empowered to take decisions on other premises in consultation with the Trade Unions after consideration of service needs.
- 4.3. Consultation with the Trade Unions has taken place and for relevant employees this proposal has been welcomed and agreed for those premises currently identified.
- 4.4. Public holiday arrangements for dealing with any service issues would remain in place for 27 December 2019.
- 5. Employee Implications**
 - 5.1. A closure on 27 December would require employees to retain one day of annual leave for this purpose. The closure will facilitate more employees being able to enjoy a longer break over the festive period.
- 6. Financial Implications**
 - 6.1. There are no financial implications associated with this report.
- 7. Other Implications**
 - 7.1. There are no risks associated with this report.
 - 7.2. The additional day of closure will facilitate a reduction in the requirement for heating and lighting over the festive period
- 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. Consultation on this proposal has taken place with the Trade Unions.

Paul Manning
Executive Director (Finance and Corporate Resources)

11 April 2019

Link(s) to Council Value/Ambitions/Objectives

- ◆ Fair, open and sustainable
- ◆ Accountable, effective, efficient and transparent

Previous References

- ◆ None

List of Background Papers

- ◆ None

Contact for Further Information

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

Kay McVeigh, Head of Personnel Services

Ext: 4330 (Tel: 01698 454330)

E-mail: kay.mcveigh@southlanarkshire.gov.uk

Report

10

Report to:	Executive Committee
Date of Meeting:	1 May 2019
Report by:	Executive Director (Finance and Corporate Resources)

Subject:	Amendments to Membership of Committees, Forums and Outside Bodies/Partnerships
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ advise the Committee of action taken in terms of Standing Order 36(c) because of the timescales, by the Executive Director (Finance and Corporate Resources) in consultation with the Chair and an ex officio member to approve a number of amendments to the membership of Forums and Partnerships
- ◆ advise Committee on further proposals in terms of a substitute member of the Community and Enterprise Resources Committee
- ◆ allow consideration of the position of Chair of the Petitions Committee
- ◆ allow consideration on Council representation on the Lanark BID Board

2. Recommendation(s)

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

- (1) that the undernoted action taken in terms of Standing Order No. 36(c), by the Executive Director (Finance and Corporate Resources) in consultation with the chair and an ex officio member to approve the following amendments to the membership of forums and Partnerships be noted:-
 - ◆ that Councillor Nailon be replaced by Councillor Allison on the Standards and Procedures Advisory Forum
 - ◆ that Councillor Harrow be replaced by Councillor Nelson as a substitute member of the Standards and Procedures Advisory Forum
 - ◆ that Councillor Le Blond be replaced by Councillor McGavigan as a member of the Sustainable Development Member/Officer Working Group
 - ◆ that Councillor Le Blond be replaced by Councillor McGavigan as a member of the Sustainability Partnership
 - ◆ that Councillor McGavigan be replaced by Councillor Holford as a substitute member of the Sustainability Partnership
- (2) that Councillor Wark be replaced by Councillor Grant Hose as a substitute member of the Community and Enterprise Resources Committee;
- (3) that consideration be given to the position of Chair of the Petitions Committee; and
- (4) that Councillors McClymont and Marrs be nominated to represent the Council on the Lanark Business Improvement District (BID) Board.

3. Background

- 3.1. On 13 March 2019 a proposal was received from the Business Manager of the Conservative Group requesting that a number of changes of membership be implemented to a number of Forums and Partnerships. In order to allow the continuation of Council business, the Executive Director (Finance and Corporate Resources), in terms of Standing Order No 36(c) and in consultation with the Chair and an ex officio member, had approved the changes which are set out in recommendation (1) of paragraph 2.1 above.
- 3.2. Subsequently, a further approach has been made by the Business Manager proposing that Councillor Wark be replaced as a substitute member of the Community and Enterprise Resources Committee by Councillor Hose.
- 3.3. Following a report to the Executive Committee on 15 August 2018 on the finalised membership of the Petitions Committee, it is now considered that, in order to progress any petitions being submitted to the Council appropriately, consideration on the position of Chair requires to be given.
- 3.4. On 19 December 2018, this Committee had approved measures to support and assist the Lanark BID to deliver the objective proposals prepared by the Discover Lanark BID team. One area of support from the Council was to provide up to 2 locally elected members to serve on the BID Board and it is now proposed that those nominations be confirmed.

4. Employee Implications

- 4.1. There are no employee implications in terms of this report.

5. Financial Implications

- 5.1. There are no financial implications in terms of this report.

6. Other Implications

- 6.1. There are no implications in terms of risk or sustainability.

7. Equality Impact Assessment and Consultation Arrangements

- 7.1. There was no requirement to carry out an EIA or formal consultation process.

Paul Manning

Executive Director (Finance and Corporate Resources)

4 April 2019

Link(s) to Council Values/Ambitions/Objectives

- ♦ Accountable, effective, efficient and transparent

Previous References

- ♦ Executive Committee, 15 August 2018
- ♦ Executive Committee, 19 December 2018

List of Background Papers

- ◆ None

Contact for Further Information

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

Gordon Bow, Administration Manager

Ext: 4719 (Tel: 01698 454719)

E-mail: gordon.bow@southlanarkshire.gov.uk

Report

11

Report to:	Executive Committee
Date of Meeting:	1 May 2019
Report by:	Chief Executive

Subject:	Recommendations Referred by Housing and Technical Resources Committee
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ request approval of the following recommendations referred to this Committee by the Housing and Technical Resources Committee held on 20 March 2019

2. Recommendation(s)

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

- (1) that the recommendations referred by the Housing and Technical Resources Committee in relation to the Housing Allocation Policy be approved.

3. Background

3.1. Housing Allocation Policy – Extract of Minute

3.1.1. A report dated 28 February 2019 by the Executive Director (Housing and Technical Resources) was submitted on the introduction of the revised Housing Allocation Policy.

The current Housing Allocation Policy was introduced in June 2009 and had been subject to a number of amendments to reflect changes in legislation and to address particular local circumstances.

In accordance with Housing and Technical Resources' Policy Review Schedule, the Housing Allocation Policy had been subject to a full review during 2018/2019. A key focus of the review had been to ensure that the policy was fully compliant with the legislative requirements of the Housing (Scotland) Act 2014. This Act introduced key changes to the legal framework for the allocation of social rented housing in Scotland which would become effective on 1 May 2019.

In addition, the review also considered local and national policy developments which were likely to impact on the Housing Allocation Policy, including:-

- ◆ regulatory requirements
- ◆ the priorities set out within the Local Housing Strategy (LHS) 2017 to 2022
- ◆ the Council and its partners' priority objectives to significantly reduce homelessness as detailed within the Rapid Rehousing Transition Plan (RRTP)

During the pre-consultation stage, to support the development of the consultative draft Housing Allocation Policy, a focus had been placed on ensuring the effective involvement of tenants, other customers and key stakeholders in the co-production of the consultative draft Housing Allocation Policy. A particular focus had also been placed on engagement with elected members.

The consultative draft Housing Allocation Policy had been published on the Council's website for a 12 week formal consultation period from 21 November 2018 to 11 February 2019. Consultation events had taken place with specific interest groups, such as homelessness service users, sheltered tenants and residents in the Council's Gypsy traveller sites.

The proposed policy amendments, which required to reflect legislative requirements, were detailed in the report and included under occupancy and owner occupation.

In addition to the amendments required to reflect legislative requirements, a number of other amendments were proposed in relation to the mainstream policy. Those took account of local needs and circumstances as well as local and national policy developments.

The revised Housing Allocation Policy remained fundamentally based upon meeting housing needs and key amendments included:-

- ◆ points categories
- ◆ offers of housing
- ◆ suspension of applications
- ◆ local letting plans

Proposed amendments to the sheltered housing aspect of the policy were also detailed in the report and included qualifying criteria and assessment of needs

Given the change in approach to the assessment of sheltered applicants and in order to carry out an effective assessment of an individual's needs, it was proposed that the sheltered aspect of the Housing Allocation Policy be implemented from 1 February 2020.

The revised Housing Allocation Policy document was attached as Appendix 1 to the report.

Following discussion, it was agreed that an awareness session be arranged, for all Members, on the amended Housing Allocation Policy.

The Committee recommended to the Executive Committee:

- (1) that the amendments to the Housing Allocation Policy arising from the statutory provisions of the Housing (Scotland) Act 2014, as detailed in Section 6 of the report, be approved effective from 1 May 2019;
- (2) that the mainstream housing aspects of the revised Housing Allocation Policy, as detailed in Section 7 of the report, be approved and implemented from 1 May 2019; and

- (3) that the sheltered housing aspects of the Housing Allocation Policy, as detailed in Section 8 of the report, be approved and implemented from 1 February 2020.

[Reference: Minutes of the Executive Committee of 5 November 2008 (Paragraph 16)]

4. Employee Implications

- 4.1. All employee implications were highlighted as part of the original report to Housing and Technical Resources Committee.

5. Financial Implications

- 5.1. All financial implications were highlighted as part of the original report to Housing and Technical Resources Committee.

6. Other Implications

- 6.1. Any risks or sustainability issues or other implications were highlighted as part of the original report to the Housing and Technical Resources Committee.

7. Equality Impact Assessment and Consultation Arrangements

- 7.1. Equality impact assessment and consultation arrangements were highlighted as part of the original report to the Housing and Technical Resources Committee.
- 7.2. There is no requirement to carry out an Equality Impact Assessment or consultation in terms of the proposals contained in this report.

Lindsay Freeland
Chief Executive

17 April 2018

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent

Previous References

- ◆ Minutes of Housing and Technical Resources Committee of 20 March 2019

List of Background Papers

- ◆ Housing Allocation Policy Consultation Report – February 2019

Contact for Further Information

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

Gordon Bow, Administration Manager

Ext: 4719 (Tel: 01698 454719)

E-mail: gordon.bow@southlanarkshire.gov.uk

Report

12

Report to: **Executive Committee**
 Date : **1 May 2019**
 Report by: **Executive Director (Finance and Corporate Resources)**

Subject: **Participatory Budgeting**

1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide an update for the Executive Committee on Participatory Budgeting

2. Recommendation(s)

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

- (1) that the background to Participatory Budgeting as detailed at section 3 be noted;
- (2) that the proposal to hold a Members Awareness Session on Participatory Budgeting be noted; and
- (3) that further reports are brought back to update committee on Participatory Budgeting activity.

3. Background

- 3.1. Participatory Budgeting for Local Government was included in the 2016/2017 programme for government, and represented a commitment from Scottish Government to work in partnership with local government, to have at least 1% of local authority budgets subject to Participatory Budgeting. Participatory budgeting is intended to enable community participation in local decision making.
- 3.2. The Scottish Government and COSLA have developed a Participatory Budgeting Framework, to provide high level guidance for local authorities. A paper was presented to the Executive Committee in December 2017 providing information on Participatory Budgeting including information on this Framework.
- 3.3. Participatory Budgeting was defined in the Cosla/Scottish Government Framework as “supporting democratic and engaged citizenship by enabling local people to have a direct say in how a defined budget can be used to address their priorities. It is one method of community engagement that can be used alongside other models as part of a wider approach to advancing participatory democracy”.
- 3.4. The Framework explains that the Participatory Budgeting target is not necessarily about local authorities identifying a separate and/or additional resource. It is principally about involving communities in decisions regarding existing resources.
- 3.5. It explains that as Participatory Budgeting can take many shapes and forms and covers a range of mechanisms, different delivery models exist and therefore flexibility of approach is left to individual local authorities. Two guides were referenced in the Framework, covering Grant based Participatory Budgeting (providing grants for communities) and Mainstreaming Participatory Budgeting where

a community is involved in determining how local services work and building that process into the core of how the Council works.

- 3.6. **Target and Timescales:** There is a target that has been set by the Government on the level of a council's budget that should be subjected to Participatory Budgeting. The Framework set out how to calculate councils' target for Participatory Budgeting, and local authorities should meet the target of 1% of their budgets being subject to Participatory Budgeting by the end of financial year 2020/2021. This means asking communities about how we want to spend budgets before the end of 2020/2021.
- 3.7. The Framework explains that it is for local authorities to decide how to take forward Participatory Budgeting at a local level to reach the target. There is local discretion as to how the target is reached and there is no prescription over whether this is revenue or capital or what areas of the budget it should cover. The 1% target will be calculated on the Council's Total Estimated Expenditure (TEE) less Assumed Council Tax Income, both from the Governments Finance Settlement. The TEE includes Specific Grant funding allocated to local authorities for specific purposes. For the Council the target equates to approx. £5.6m as shown below:-

Total Estimated Expenditure	£687m
Less Council Tax Assumption	(£122m)
	<u>£565m</u>
1%	£5.6m

- 3.8. This paper will cover an update on Participatory Budgeting (section 4) and the Next Steps for the Council (section 5).

4. Update on Participatory Budgeting

- 4.1. Cosla have in place dedicated resources focusing on Participatory Budgeting, including a dedicated Participatory Budgeting Development Manager, Training Officer and Social Inclusion Officer. Support is offered to Councils to support development of Participatory Budgeting
- 4.2. The most recent update was provided at the March 2019 meeting of Cosla's Community Wellbeing Board where an update was provided on the description of mainstream participatory budgeting.
- 4.3. The following was set out as Cosla's description of Participatory Budgeting and the form it could take. The first element is the definition of Participatory Budgeting used internationally and the rest is a broader view of what form Participatory Budgeting could take beyond simply a small grants model of giving money out.

Cosla's Description for Mainstream Participatory Budgeting:

- Proactively involving and engaging local people in making decisions on how public money is spent in their community.
 - Engaging people in the design of policy and strategy that eliminates participation gaps.
 - It is a process of deliberative dialogue that allocates resources in a way that delivers shared and individual outcomes using direct community participation in the decision making process.
 - There is a clear demonstration of individual and community need in final service delivery that creates meaningful life outcomes.
- 4.4. The intent of Cosla's description was not to be prescriptive about Participatory Budgeting but to ensure flexibility in embedding it in what councils do.

5. Next Steps for South Lanarkshire Council

- 5.1. As further information is provided through Cosla, it is appropriate for the Council to work towards identifying service areas to incorporate Participatory Budgeting in what we do.
- 5.2. Council Resources have been considering areas of service that are suitable for participatory budgeting (or where they are already undertaking participatory budgeting). The drivers for selecting these areas include looking at areas where there is already an element of community involvement and also, in areas where benefits would be gained through involving the community in service delivery decisions.
- 5.3. It is proposed that a Members Awareness Session on Participatory Budgeting is arranged to allow Members to be briefed on Participatory Budgeting, and areas of Council Service that could be delivered by incorporating Participatory Budgeting. It is proposed that this session be arranged for the week commencing 13 May. We will seek representation from Cosla to attend the session to provide further information for Members on Participatory Budgeting.
- 5.4. A paper would then be brought back to Committee with proposals for Participatory Budgeting within South Lanarkshire.

6. Employee Implications

- 6.1. There are no employee implications in terms of the information contained in this report.

7. Financial Implications

- 7.1. There are no financial implications directly resulting from the recommendations of this report.

8. Other Implications

- 8.1. The main risk associated with Participatory budgeting is the lack of community engagement. This will be mitigated through the work of the Community Participation team.
- 8.2. There are no implications for sustainability in terms of the information contained in this report.

9. Equality Impact Assessment and Consultation Arrangements

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

Paul Manning

Executive Director (Finance and Corporate Resources)

23 April 2019

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent

Previous References

- ◆ Executive Committee, 6 December 2017: Community Choices Budgeting Framework

List of Background Papers

- ◆ None

Contact for Further Information

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

Jackie Taylor, Head of Finance

Ext: 5637 (Tel: 01698 45(5637)

E-mail: jackie.taylor@southlanarkshire.gov.uk

Report

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Report to: **Executive Committee**
 Date of Meeting: **1 May 2019**
 Report by: **Executive Director (Finance and Corporate Resources)**
Executive Director (Community and Enterprise Resources)

Subject: **Sanitary Products in Public Buildings**

1. Purpose of Report

1.1. The purpose of the report is to

- ◆ update Committee on the position regarding the provision of sanitary products in public buildings

2. Recommendation(s)

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

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

3. Background

3.1. The Scottish Government has made a commitment to “increase the number and range of places where sanitary products are available for those who need them”. COSLA and the Scottish Government have worked together to develop a set of Guiding Principles which should be considered when implementing the commitment.

3.2. The remainder of this report covers:-

- ◆ Scottish Government Funding – Section 4
- ◆ Progress to date – Section 5
- ◆ Locations/Practical Arrangements and Procurement – Sections 6 and 7

4. Scottish Government Funding

4.1. The Scottish Government has notified local authorities of funding for the initiative as part of the recent financial settlement. For 2018/2019 across Scotland £1.230 million was allocated, including one-off funding of £0.536 million for set-up costs. In 2019/2020 £2.780 million has been allocated.

4.2. Funding amounts have been calculated based on estimates of up-take for each element (tackling poverty and wider access) and to cover administering the scheme.

4.3. In terms of funding for South Lanarkshire, for 2018/2019, the Council has been notified of £0.078 million funding for January to March 2019. This comprises of £0.031m initial set-up funding, and £0.047 million for products. The SLC full year allocation for 2019/2020 is £0.188 million.

5. Progress to date

- 5.1. Dialogue is taking place between parties to ensure products are available to those that need them. The Council is working with South Lanarkshire Leisure and Culture, NHS Lanarkshire and voluntary sector partners including VASLAN.
- 5.2. Discussions have identified that there will be 2 key delivery strands:-
 1. Provision within toilet facilities within:-
 - ◆ SLC and SLLC run properties
 - ◆ NHS Properties
 - ◆ Voluntary Organisation properties
 2. Packaged products to be made available to women vulnerable to period poverty via midwives, health visitors, social workers, local charities and voluntary organisations etc.
- 5.3. Officers will coordinate delivery including regular meetings with key partners to monitor progress and spend. This will ensure that there is consistent provision within the allocated annual budget.

6. Locations and practical arrangements

- 6.1. Officers from Facilities Management, South Lanarkshire Leisure, Education Resources and NHS Lanarkshire have identified some 120 premises across South Lanarkshire that would be suitable for provision of free sanitary products and this number will likely increase once voluntary sector facilities have been added. These facilities include leisure centres, libraries, standalone nurseries and NHS facilities. The key criteria for selection is that the public using these facilities have access to toilet provision. These facilities have been mapped to ensure an appropriate geographical spread, in particular including areas with higher levels of income deprivation. Consideration will also be given to the opening times of facilities. More facilities may be added in time should a need be identified through ongoing dialogue with stakeholders and other interested parties.
- 6.2. There will be a number of operational considerations that will determine exactly how the different methods of provision are dealt with – for example space constraints, storage facilities, and existing vending machines. There will be a variety of approaches on provision depending on the appropriate approach for each of the relevant premises.
- 6.3. An important issue to be addressed relates to equalities – this will mean products not just being available in female toilets, but also in facilities where there are shared gender toilets, unisex toilets.
- 6.4. The monitoring process will in time evidence the level of demand and budget split between the provision of products in toilet facilities and of packaged products to address poverty concerns.
- 6.5. The provision will be available in SLC/SLLC facilities (as a minimum) by 6 May 2019. It is anticipated that provision within NHS facilities, any additional SLC/SLLC facilities identified through the mapping work and within other partner/voluntary sector facilities will be established by summer 2019.

- 6.6. Promotion of the scheme will ensure that the public are aware of the availability of products. Posters and stickers will be used to promote and signpost access to provision within all relevant facilities. There will also be a press campaign and website content to highlight where products will be available from early May 2019.

7. Procurement

- 7.1. For Council and South Lanarkshire Leisure and Culture properties, products will be procured in similar ways to other consumables in toilets. Scotland Excel created a framework for washroom supplies (including sanitary products), that went live in October 2018, and has been utilised for the implementation of free sanitary products in schools that commenced in 2018. Other organisations will have their own procurement arrangements, however, benefits of joint procurement will be explored.

8. Employee Implications

- 8.1. There are no employee implications.

9. Financial Implications

- 9.1. The budget for the provision of sanitary products in public buildings will be held and monitored by the Council with distribution of products or funding to partners to fulfil the requirements.

10. Other Implications

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

11. Equality Impact Assessment and Consultation Arrangements

- 11.1. An impact assessment in relation to the sanitary products in public buildings has been undertaken. The assessment identifies positive impacts for women and girls.
- 11.2. Although provision has been available from mid - April 2019 within facilities, ongoing dialogue with stakeholders and other interested parties will ensure the range of facilities and the provision offered meet intended beneficiaries needs.

Paul Manning

Executive Director (Finance and Corporate Resources)

Michael McGlynn

Executive Director (Community and Enterprise Resources)

8 April 2019

Link(s) to Council Values/Ambitions/Objectives

- ◆ Accountable, effective, efficient and transparent

Previous References

- ◆ None

List of Background Papers

- ◆ None

Contact for Further Information

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

Jackie Taylor, Head of Finance (Strategy)

Ext: 5637 (Tel: 01698 455637)

E-mail: jackie.taylor@southlanarkshire.gov.uk

Kay McIntosh, Partnership Manager

Ext: 4843 (Tel: 01698 454843)

E-mail: kay.mcintosh@southlanarkshire.gov.