



Council Offices, Almada Street  
Hamilton, ML3 0AA

Monday, 30 October 2023

Dear Councillor

## **Community and Enterprise Resources Committee**

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

**Date:** Tuesday, 07 November 2023  
**Time:** 14:00  
**Venue:** Hybrid - Committee Room 1, Council Offices, Almada Street, Hamilton, ML3 0AA

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

Yours sincerely

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

### **Members**

Robert Brown (Chair), Maureen Devlin (Depute Chair), Joe Fagan (ex officio), John Anderson, Ralph Barker, Walter Brogan, Andy Carmichael, Gerry Convery, Poppy Corbett, Andrea Cowan, Margaret Cowie, Colin Dewar, Gladys Ferguson-Miller, Ross Gowland, Graeme Horne, Cal Johnston-Dempsey, Susan Kerr, Martin Lennon, Richard Lockhart, Hugh Macdonald, Ian McAllan, Kenny McCreary, Davie McLachlan, Carol Nugent, Helen Toner, David Watson

### **Substitutes**

Alex Allison, Ross Clark, Margaret Cooper, Allan Falconer, Alistair Fulton, Lynsey Hamilton, Ross Lambie, Lesley McDonald, Elaine McDougall, Mark McGeever, Richard Nelson, Graham Scott, David Shearer

## BUSINESS

### 1 Declaration of Interests

- 2 Minutes of Previous Meeting** 5 - 16  
Minutes of the meeting of the Community and Enterprise Resources Committee held on 29 August 2023 submitted for approval as a correct record. (Copy attached)

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### Monitoring Item(s)

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- 3 Community and Enterprise Resources - Revenue Budget Monitoring 2023/2024** 17 - 24  
Joint report dated 3 October 2023 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources). (Copy attached)
- 4 Community and Enterprise Resources - Capital Budget Monitoring 2023/2024** 25 - 28  
Joint report dated 18 October 2023 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources). (Copy attached)
- 5 Community and Enterprise Resources – Workforce Monitoring – July and August 2023** 29 - 36  
Joint report dated 14 September 2023 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources). (Copy attached)

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### Item(s) for Decision

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- 6 Rutherglen Town Centre Strategy and Action Plan** 37 - 54  
Report dated 16 October 2023 by the Executive Director (Community and Enterprise Resources). (Copy attached)
- 7 Discover Lanark Business Improvement District - Renewal Ballot** 55 - 78  
Report dated 18 October 2023 by the Executive Director (Community and Enterprise Resources). (Copy attached)
- 8 Approval of South Lanarkshire Council's Food Service Plan for 2023/2024** 79 - 108  
Report dated 9 October 2023 by the Executive Director (Community and Enterprise Resources). (Copy attached)
- 9 Community Benefit Funds – Renewable Energy Fund Grant Application** 109 - 112  
Report dated 16 October 2023 by the Executive Director (Community and Enterprise Resources). (Copy attached)

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### Item(s) for Noting

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- 10 Pavement Parking** 113 - 118  
Report dated 10 October 2023 by the Executive Director (Community and Enterprise Resources). (Copy attached)

- 11 Update of the Community and Enterprise Resources Risk Register and Risk Control Plan** 119 - 140  
Report dated 16 October 2023 by the Executive Director (Community and Enterprise Resources). (Copy attached)
- 12 Community and Enterprise Resources - Notification of Contracts Awarded - 1 October 2022 to 31 March 2023** 141 - 146  
Report dated 16 October 2023 by the Executive Director (Community and Enterprise Resources). (Copy attached)

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### **Urgent Business**

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

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

Clerk Name:	Elizabeth-Anne McGonigle
Clerk Telephone:	07385 403101
Clerk Email:	elizabeth-anne.mcgonigle@southlanarkshire.gov.uk



# COMMUNITY AND ENTERPRISE RESOURCES COMMITTEE

# 2

Minutes of meeting held via Confero and in the Committee Room 1, Council Offices, Almada Street, Hamilton on 29 August 2023

## Chair:

Councillor Robert Brown

## Councillors Present:

Councillor John Anderson, Councillor Ralph Barker, Councillor Walter Brogan, Councillor Ross Clark (*substitute for Councillor Cal Johnston-Dempsey*), Councillor Gerry Convery, Councillor Poppy Corbett, Councillor Andrea Cowan, Councillor Margaret Cowie, Councillor Maureen Devlin, Councillor Colin Dewar, Councillor Ross Gowland, Councillor Susan Kerr, Councillor Richard Lockhart, Councillor Ian McAllan, Councillor Kenny McCreary, Councillor Davie McLachlan, Councillor Carol Nugent, Councillor David Shearer (*substitute for Councillor Gladys Ferguson-Miller*), Councillor Helen Toner, Councillor David Watson

## Councillors' Apologies:

Councillor Andy Carmichael, Councillor Joe Fagan (ex officio), Councillor Gladys Ferguson-Miller, Councillor Graeme Horne, Councillor Cal Johnston-Dempsey, Councillor Martin Lennon, Councillor Hugh Macdonald

## Councillor Also Present:

Councillor Allan Falconer

## Attending:

### Community and Enterprise Resources

D Booth, Executive Director; A Brown, Head of Enterprise and Sustainable Development Services; F Carlin, Head of Planning and Regulatory Services; K Carr, Head of Facilities, Waste and Grounds Services; G Newbigging, Area Manager; C Park, Head of Roads, Transportation and Fleet Services; I Ross, Project Manager; M Wilkie, Performance and Policy Development Manager

### Finance and Corporate Resources

J Davitt, Public Relations Team Leader; L Harvey, Finance Manager; S Jessup, Administration Assistant; E Maxwell, Human Resources Business Partner; E-A McGonigle, Administration Officer; L O'Hagan, Finance Manager (Strategy); M M Wilson, Legal Services Manager

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## 1 Declaration of Interests

The following interests were declared:-

<b>Councillor(s)</b>	<b>Item(s)</b>	<b>Nature of Interest(s)</b>
Devlin	Scottish Government Vacant and Derelict Land Fund Programme 2023/2024 ♦ Clyde Cycle Park	Trustee
Gowland	Hagshaw Energy Cluster Development Framework	Trustee of Hagshaw Windfarm Trust

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## 2 Minutes of Previous Meeting

The minutes of the meeting of the Community and Enterprise Resources Committee held on 30 May 2023 were submitted for approval as a correct record.

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

*Councillor Gowland entered the meeting after consideration of the above item of business*

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

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A joint report dated 9 June 2023 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources) was submitted comparing actual expenditure at 31 March 2023 against budgeted expenditure for 2022/2023 for Community and Enterprise Resources.

The year end outturn position was an underspend of £0.025 million after approved transfers to reserves. The underspend was a net effect of underspends in employee costs within Facilities, Waste and Grounds Services, Planning and Regulatory Services, Roads, Transportation and Fleet Services and an over-recovery of Planning and Building Standards income and vehicle maintenance income within Fleet Services.

Details were also provided on proposed budget virements in respect of Community and Enterprise Resources to realign budgets at appendices B to F of the report.

#### **The Committee decided:**

- (1) that the Community and Enterprise Resources' outturn position as at 31 March 2023 of an underspend of £0.025 million, after approved transfers to reserves, as detailed in Appendix A of the report, be noted; and
- (2) that the budget virements, as detailed in appendices B to F of the report, be approved.

*[Reference: Minutes of 14 March 2023 (Paragraph 3) and Minutes of the Executive Committee of 21 June 2023 (Paragraph 3)]*

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### **4 Community and Enterprise Resources - Revenue Budget Monitoring 2023/2024**

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A joint report dated 31 July 2023 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources) was submitted comparing actual expenditure at 14 July 2023 against budgeted expenditure for 2023/2024 for Community and Enterprise Resources.

At 14 July 2023, there was a breakeven position against the phased budget.

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

#### **The Committee decided:**

- (1) that the breakeven position on Community and Enterprise Resources' revenue budget, as detailed in Appendix A of the report, be noted; and
- (2) that the budget virements, as detailed in appendices B to F of the report, be approved.

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

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A joint report dated 9 August 2023 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources) was submitted advising of progress on the Community and Enterprise Resources' Capital Programme 2022/2023 and summarising the expenditure position at 31 March 2023.

The total Capital Programme for Community and Enterprise Resources for 2022/2023 was £48.444 million. The final expenditure position at 31 March 2023 was £36.324 million. The underspend was mainly due to the timing of project spend on a number of projects detailed in the report. The underspend on those projects, along with the funding, would carry forward into 2023/2024 as required.

**The Committee decided:** that the Community and Enterprise Resources' Capital Programme of £48.444 million, and expenditure for the year of £36.324 million, be noted.

*[Reference: Minutes of 14 March 2023 (Paragraph 4)]*

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## **6 Community and Enterprise Resources - Capital Budget Monitoring 2023/2024**

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A joint report dated 9 August 2023 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources) was submitted advising of progress on the Community and Enterprise Resources' capital programme 2023/2024 and summarising the expenditure position at 14 July 2023.

The Capital Programme for 2023/2024 amounted to £42.925 million and was based on the overall Capital Programme for 2023/2024 which was presented to the Executive Committee on 21 June 2023. The total Capital Programme was based on the original programme of projects that had been approved by Council on 22 February 2023 which had been updated to include budget carried forward from financial year 2022/2023 and additional funding received. Expenditure at 14 July 2023 was £3.931 million, which represented a small overspend of £0.002 million.

**The Committee decided:** that the Community and Enterprise Resources' capital programme of £42.925 million, and expenditure to date of £3.931 million, be noted.

*[Reference: Minutes of South Lanarkshire Council (Special) of 22 February 2023 (Paragraph 4) and Minutes of the Executive Committee of 21 June 2023 (Paragraph 6) and 16 August 2023 (Paragraph 4)]*

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## **7 Community and Enterprise Resources - Workforce Monitoring – April to June 2023**

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A joint report dated 26 July 2023 by the Executive Directors (Finance and Corporate Resources) and (Community and Enterprise Resources) was submitted on the following employee information for Community and Enterprise Resources for the period April to June 2023:-

- ◆ attendance statistics
- ◆ occupational health statistics
- ◆ accident/incident statistics
- ◆ disciplinary hearings, grievances and Dignity at Work cases
- ◆ analysis of leavers and exit interviews

The Human Resources Business Partner responded to member's question in relation to whether the Resource's absence figures were now comparable to absence rates prior to the COVID-19 pandemic.

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

*[Reference: Minutes of 30 May 2023 (Paragraph 3)]*

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## **8 Community Benefit Funds – Renewable Energy Fund – Grant Applications**

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A report dated 7 August 2023 by the Executive Director (Community and Enterprise Resources) was submitted on 3 applications to the various Community Benefit Funds. The Community Benefit Funds had been established to provide funding to suitable projects providing community benefit in eligible areas.

It was proposed that, subject to the applicant providing written confirmation that all other additional funding for the projects had been secured, a grant of up to:-

- ◆ £81,671 be awarded to Wiston Village Hall Association towards eligible costs associated with the appointment of an architect team and associated surveys for the design and development of refurbishment works to the village hall from the Middle Muir Windfarm Renewable Energy Fund (REF)
- ◆ £27,465 be awarded to Coalburn Miners' Welfare Charitable Society towards eligible costs associated with the installation of solar panels and air-to-air heat source pump system from the Andershaw Windfarm REF
- ◆ £79,570 be awarded to Glenbuck and Douglas Football Club towards eligible costs associated with facilitating flood light installation from the Middle Muir Windfarm REF

In response to a member's question in relation to using the REF in a more strategic manner that would benefit communities and public assets more widely, the Executive Director (Community and Enterprise Resources) advised that a review of the REF had started. Outline proposals had been taken to the Rural Task Force detailing how that review would operate. Further information on the review would be reported at a future meeting of the Committee.

**The Committee decided:** that, subject to the applicant providing written confirmation that all other additional funding for the projects had been secured, a grant be awarded of up to a maximum of:-

- ◆ £81,671 to Wiston Village Hall Association towards eligible costs associated with the appointment of an architect team and associated surveys for the design and development of refurbishment works to the village hall from the Middle Muir Windfarm REF
- ◆ £27,465 to Coalburn Miners' Welfare Charitable Society towards eligible costs associated with the installation of solar panels and air-to-air heat source pump system from the Andershaw Windfarm REF
- ◆ £79,570 to Glenbuck and Douglas Football Club towards eligible costs associated with facilitating flood light installation from the Middle Muir Windfarm REF

*[Reference: Minutes of 30 May 2023 (Paragraph 8)]*



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## 9 Scottish Government Vacant and Derelict Land Fund Programme 2023/2024

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A report dated 7 August 2023 by the Executive Director (Community and Enterprise Resources) was submitted on:-

- ♦ the progress made during 2022/2023 in implementing the South Lanarkshire Delivery Plan for the Scottish Government financed Vacant and Derelict Land Fund (VDLF)
- ♦ the proposed VDLF Programme for 2023/2024

The Scottish Government had allocated £737,000 to the Council for the VDLF in 2022/2023 and a Local Delivery Plan had been approved by the Committee on 9 August 2022 to implement the following key objectives:-

- ♦ tackle long-term vacant and derelict land
- ♦ stimulate economic growth and wealth creation
- ♦ develop a diverse sustainable environment with a focus on temporary and permanent greening
- ♦ support communities to flourish and tackle inequalities

Details were provided on the progress achieved in 2022/2023. In August 2022, the Committee had allocated £500,000 towards a greening project at Cuningar Loop Phase 3 focused on a site adjacent to the current Council food growing allotment site. Match funding to implement proposals, currently being developed by Clyde Gateway Urban Regeneration Company (URC), remained to be identified and it would be some time before firm proposals for the site were developed. To ensure that VDLF funding was not lost, it was proposed that the Cuningar Phase 3 allocation be redirected to a proposal in the 2023/2024 VDLF Delivery Plan, namely the ongoing remediation and development activity at Shawfield, Rutherglen.

The Scottish Government allocation to South Lanarkshire for the VDLF in 2023/2024 was £687,000. A Local Delivery Plan had been submitted to the Scottish Government. Details of the Delivery Plan were provided in the report and it was proposed that allocation of funding would be as follows:-

- ♦ Langlands West Strategic Industrial Development Site, East Kilbride - £500,000
- ♦ Clyde Cycle Park Phase 2 – Development of Community Cycling/Active Travel Facilities - £87,000
- ♦ Carnwath Community and Business Enterprise Hub – Town Centre Community and Business Space - £100,000
- ♦ Clyde Gateway URC, Shawfield Remediation and Development – £500,000 from the reallocation of 2022/2023 VDLF funding from Clyde Gateway's Cuningar Phase 3 project

The Head of Enterprise and Sustainable Development Services responded to a member's questions on various aspects of the report.

### **The Committee decided:**

- (1) that the progress achieved during 2022/2023 in delivering the agreed Vacant and Derelict Land Fund Programme in South Lanarkshire be noted; and
- (2) that the allocation of funds in the 2023/2024 Vacant and Derelict Land Fund Delivery Plan, as set out in paragraphs 5.1 and 5.2 of the report, be approved.

*[Reference: Minutes of 9 August 2022 (Paragraph 14)]*

*Councillor Devlin, having declared an interest in the above item, withdrew from the meeting during its consideration*

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## 10 UK Shared Prosperity Fund Update

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A report dated 7 August 2023 by the Executive Director (Community and Enterprise Resources) was submitted on the progress of the UK Shared Prosperity Fund (UKSPF) Investment Plan.

The UKSPF would run for 3 financial years from 2022/2023 to 2024/2025. It was reported at this Committee on 9 August 2022, that the Council had received a conditional allocation of £12,221,811 from the UKSPF, providing a mix of capital and revenue funding for projects that met the 4 investment themes of:-

- ◆ communities and place
- ◆ supporting local business
- ◆ people and skills
- ◆ multiply

The approach detailed at the meeting of the Committee on 9 August 2022, was to submit a single Investment Plan as part of the Glasgow City Region (GCR), however, delivery and project management would remain at local authority level. Priorities for South Lanarkshire had also been agreed at the August 2022 meeting. The GCR Investment Plan, with a combined total of £73,874,280, was submitted on 30 August 2022.

Approval of the Investment Plan had been received from the UK Government on 5 December 2022 and, following the conclusion of the grant agreement and assurance documentation, the Council received the 2022/2023 allocation of £1,865,176 in February 2023.

Due to delays in approval of Investment Plans, the UK Government had recognised the need for councils to reprofile the expected spend in years one and 2 of the UKSPF programme. A reprofiling exercise, along with credible plans for the spend in 2023/2024, was prepared by the Council and submitted to GCR in March 2023. Those were recently approved by the UK Government. The revised spend profile for the Council was detailed in Table 1 of the report. Budgets had been allocated to priorities and those were set out in the Activity Plan in Appendix 1 to the report. The UKSPF allowed councils to use up to 4% of the allocation for management and administration and, consequently, the Council could access £0.489 million over 3 years to manage the programme. Aligned with the UKSPF priorities, were a range of outputs and outcomes and those were summarised in Appendix 2 to the report.

Delivery across the programme had commenced and would be monitored by officers in the Enterprise and Sustainable Development Service. A cross-resource programme governance group had been established to monitor progress and advise of changes to expenditure profiles and outcomes. This would be reported to the Executive Director (Community and Enterprise Resources). To ensure effective delivery of the UKSPF programme in South Lanarkshire, and to minimise the risk of underspend, it was proposed that delegated authority be given to the Executive Director (Community and Enterprise Resources), as set out in section 4.8 of the report.

Quarterly and 6-monthly monitoring and reporting to GCR and the UK Government would be undertaken and the Committee would receive progress reports annually.

### **The Committee decided:**

- (1) that the progress of the UKSPF be noted;
- (2) that the expenditure profile set out in Table 1 and the Activity Plan, as detailed in Appendix 1, be approved;
- (3) that powers be delegated to the Executive Director (Community and Enterprise Resources), as set out in section 4.8 of the report, to ensure the effective delivery of the UKSPF Programme in South Lanarkshire and minimise the risk of underspend; and

- (4) that it be noted that progress reports will be brought to the Committee annually.

*[Reference: Minutes of 9 August 2022 (Paragraph 12)]*

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## **11 Community and Enterprise Resource Plan – Quarter 4 Progress Report 2022/2023**

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A report dated 7 August 2023 by the Executive Director (Community and Enterprise Resources) was submitted on the Community and Enterprise Resource Plan Quarter 4 Progress Report 2022/2023 for the period 1 April 2022 to 31 March 2023.

The Resource Plan measures were rated using a traffic light system of red, amber or green as well as blue (BRAG) which indicated that an action had been completed.

Details were provided on:-

- ◆ progress against all Resource Plan measures, as detailed in the Quarter 4 Progress Report 2022/2023, attached as Appendix 2 of the report
- ◆ key achievements made by the Resource to date
- ◆ measures which had changed in status from Quarter 2 to Quarter 4, as contained in Appendix 3 of the report.

The Executive Director (Community and Enterprise Resources) responded to members' questions on various aspects of the report.

### **The Committee decided:**

- (1) that the Community and Enterprise Resource Plan Quarter 4 Progress Report 2022/2023, as summarised in paragraph 5.2 and attached as Appendix 2 to the report, be noted;
- (2) that the key achievements made by the Resource to date, as detailed in paragraph 5.3 of the report, be noted;
- (3) that the areas for improvement and associated management actions, as detailed in paragraph 5.4 of the report, be noted; and
- (4) that the additional scrutiny of changes in BRAG status between Quarter 2 and Quarter 4, as summarised at paragraph 5.5 and detailed at Appendix 3 of the report, be noted.

*[Reference: Minutes of 4 October 2022 (Paragraph 11)]*

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## **12 Hamilton Town Centre Masterplan**

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A report dated 7 August 2023 by the Executive Director (Community and Enterprise Resources) was submitted informing of the:-

- ◆ work being undertaken to prepare a masterplan for Hamilton Town Centre
- ◆ status of the Hamilton Town Centre Strategy and Action Plan

Like most town centres across the UK, Hamilton had seen a change in customer behaviour over the past 20 years which had resulted in vacant retail space. The continued growth of online shopping, mobility of customers, and move towards a click and collect model had changed retailers' requirements with less demand in business models for town centres.

Hamilton was a town centre with strong assets and a strong sense of identity. This was evident through the strong civic presence, business base, historical architecture and investment to date. Those attributes would provide the foundations for Hamilton to reassert itself as a strong and vibrant town centre. Recognition of the change in retail requirements allowed focus to be placed on other key aspects of town centres, including leisure and cultural offerings, services and town centre living. As one of South Lanarkshire's largest towns, Hamilton was well placed to provide a variety of functions to a large catchment area.

Due to a number of commercial factors, such as a decline in retail provision and loss of key town centre anchors, the opportunity had arisen to review a number of prominent town centre sites as a whole, with a view to creating a masterplan that would meet current and future needs.

Following a successful procurement exercise, the Enterprise and Sustainable Development Service had appointed 360 Architecture to undertake a masterplanning exercise which would involve key sites within the south-eastern quarter of the town centre. Sites identified were detailed at section 4.1 of the report. The key components of the masterplan exercise were set out at section 4.2 of the report and included:-

- ◆ analysis of market potential
- ◆ land-use strategy
- ◆ demolition and site clearance
- ◆ neighbouring uses
- ◆ sustainable place-making/urban design
- ◆ creation of a high development prospectus

The development of the masterplan was considered a unique chance to deliver transformational change to Hamilton Town Centre and the process would follow a 12-week programme. A period of consultation and community engagement would follow.

The Hamilton Town Centre Strategy and Action Plan was approved by the Committee in October 2018 and was due to be renewed in 2023. The Strategy presented a town centre action plan which captured the priorities for Hamilton and illustrated where resources and activities should be focused. Progress on key actions of the Action Plan was detailed in Appendix 2 to the report.

The Hamilton Town Centre Strategy included areas that were not covered by the masterplan, however, the masterplan would be a key component in shaping the direction of the Strategy over the next few years. It was, therefore, deemed prudent to delay publication of the Strategy until such time as it could be updated with key elements of the masterplan. The Committee would be updated on the outcomes of the masterplan and the renewed Hamilton Town Centre Strategy and Action Plan in due course.

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

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

*[Reference: Minutes of 6 March 2018 (Paragraph 14) and 30 October 2018 (Paragraph 9)]*

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### **13 Hagshaw Energy Cluster Development Framework**

A report dated 7 August 2023 by the Executive Director (Community and Enterprise Resources) was submitted on the work undertaken to prepare and adopt the Development Framework for the Hagshaw Energy Cluster as Supporting Planning Guidance.

The Council had been invited by NatureScot to take part in a new project, piloting an innovative approach to renewable energy development. The cross-boundary project was intended to bring together a number of different renewable energy developers, working cross-boundary with South Lanarkshire Council, East Ayrshire Council, NatureScot and Architecture and Design Scotland, to explore how a more strategic, joined-up approach to renewable energy development could be taken to achieve greater benefits.

The project centred around Hagshaw Hill, which sat on the western edge of South Lanarkshire Council, between the communities of Coalburn and Douglas in South Lanarkshire and Muirkirk in East Ayrshire. The majority of the area sat within South Lanarkshire, with a relatively small part sitting within the East Ayrshire Council side of the boundary.

In July 2021, Land Use Consultants (LUC) had been commissioned by NatureScot, in collaboration with both councils and wind farm developers, to prepare a Development Framework for the Hagshaw Cluster as Supporting Planning Guidance (SPG). The Development Framework, attached as an appendix to the report, set out the long-term vision for the Hagshaw Cluster and was underpinned by 6 inter-related themes that priorities and projects should seek to deliver, details of which were provided in the report.

The purpose of the Framework was twofold in that it would:-

- ◆ set out, at strategic level, the opportunities for the cluster in terms of maximising renewable energy output and to provide guidance on the location and design of future renewable energy projects in the subject area
- ◆ provide an opportunity to deliver a far greater range and scale of social, economic and environmental benefits for communities, the environment and the local economy in a more collaborative and co-ordinated manner

A report on the draft Framework was approved at the meeting of the Planning Committee on 11 October 2022 and a 6-week consultation process had been agreed and carried out during November and December 2022. The Planning Committee had also agreed that if there were no significant changes following the consultation, then the guidance would be adopted by the Council as SPG. The Development Framework was now a material consideration in the determination of planning applications alongside the National Planning Framework 4 (NPF4) and the adopted South Lanarkshire Local Development Plan 2.

Since the report to the Planning Committee, the Council had appointed an Economic Development Officer, on a temporary contract, with a specific remit for the communities of Coalburn, Douglas, Glespin, Lesmahagow and Rigside, in the Douglas Valley in which the Hagshaw Cluster sat. The Douglas Valley Advisory Group (DVAG) was administered by the Council and consisted of a 10-member group, with representation from community councils, Tenants' and Residents' Association and community members. The DVAG aimed to provide strategic overview and direction to new investment proposals and advise the Council on community benefit investment. Work was also ongoing on an Outdoor Recreation and Adventure Tourism Feasibility Study and Concept Designs for the Douglas area.

The potential value of community benefit from the Hagshaw Cluster at a generating capacity of 584 MW was £2.9 million per annum. The Council considered that the Renewable Energy Fund (REF) was the preferred mechanism for distributing funds, with the DVAG providing strategic direction. Community benefits generated by windfarms could be administered outwith the Council at operators' discretion and discussions were ongoing regarding future funding structures and mechanisms.

Officers responded to members' questions in relation to:-

- ◆ using the funds to benefit more communities, not just those in close proximity to windfarms and, specifically, looking at ways of improving rural transport

- ◆ whether the value of community benefit generated was future proofed for inflation

**The Committee decided:** that the Development Framework for the Hagshaw Energy Cluster, which would be used as Supporting Planning Guidance, be noted.

*[Reference: Minutes of the Planning Committee of 11 October 2022 (Paragraph 19)]*

*Councillor Gowland, having declared an interest in the above item, withdrew from the meeting during its consideration*

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## **14 Whitemoss Tennis Courts – East Kilbride**

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A report dated 7 August 2023 by the Executive Director (Community and Enterprise Resources) was submitted advising of the forthcoming upgrade of Whitemoss Tennis Courts in East Kilbride, which was fully funded by the Lawn Tennis Association (LTA) via the Parks Renovation Fund award.

In January 2022, the Council submitted an expression of interest to Tennis Scotland for funding from their £12 million Parks Renovation Fund. The aim of the Fund was to improve the condition of parks across the country, improve playability and help implement sustainable operating models and activity to safeguard the future of tennis in parks for generations to come.

Lawn Tennis Association (LTA) was the National Governing Body of Tennis in Great Britain and was appointed by Tennis Scotland as park delivery partner to manage the Parks Investment Strategy and the Parks Renovation Fund. Following a meeting held with the LTA in July 2022 to discuss possible sites for funding, it was confirmed that the 3 Whitemoss Tennis Courts in East Kilbride would be suitable and that the Council should progress an application.

The condition of the Whitemoss Tennis Courts had been subject to several complaints and negative press coverage. South Lanarkshire Leisure and Culture (SLLC) and the Council had undertaken limited investment in the courts and it was recognised that more significant investment would be required for a long-term solution. A grant award from the Parks Renovation Fund would help to deliver an all-weather court surface and introduce a customer friendly booking system.

Stakeholder meetings had been held to progress the project, with ongoing communication and consultation between the LTA, SLLC and Tennis Scotland on the Fund's terms and conditions and the ability of SLLC and the Council to meet the funding criteria which were fully detailed at section 4.1 of the report. A requirement of the funding award, which totalled £92,814, was that the Grant Funding Agreement required to be signed off by 31 July 2023. The Agreement had been reviewed by Legal and Procurement Services and signed off in line with the Council's Standing Orders.

Part of the funding criteria was a commitment to use booking software called 'Clubspark' and for SLLC to appear on the LTA court search website 'LTA Rally'. The customer journey was outlined in section 5 of the report.

Another of the funding criteria was a stipulation of a mixture of 'pay to play' and 'freeplay' and coached activity available. It was intended that income generated from the 'pay to play' would be used to sustain the courts' condition over their lifespan. Details of initial playing schedule and pricing were provided at section 6 of the report.

There followed a full discussion during which members:-

- ◆ requested assurance that there would not be any obligation on the Council with regards to funding the sustainability commitment to maintain the courts to a playable standard annually for 15 years
- ◆ requested assurance that money was being ring-fenced for future maintenance and upgrades
- ◆ expressed concern that there was only a commitment to have one hour of free, organised tennis activity and wondered if there would be opportunity at some point in the future to increase this
- ◆ stressed the importance of ensuring that the free hours of play per week, outlined at section 6.3 of the report, were scheduled to take place at a mixture of times throughout the week
- ◆ suggested there could be benefit in coordinating with schools in East Kilbride regarding the hours of free play
- ◆ asked if consideration had been given to entering into partnership with the East Kilbride Tennis Club
- ◆ requested further information on the online booking system, Clubspark, and sought assurance that additional measures would be available to those people who could not access online systems

Officers:-

- ◆ responded to members' questions on various aspects of the report
- ◆ undertook to circulate the schedule of free play, which had been drafted by SLLC, to members for information

#### **The Committee decided:**

- (1) that the forthcoming upgrade of Whitemoss Tennis Courts following a successful external funding bid of £92,814 to the Lawn Tennis Association be noted; and
- (2) that the obligations on the Council with respect to the management of the courts, as per the LTA funding criteria, detailed at section 4.1 of the report, be noted.

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## **15 Roads Asset Management Plan 2023 - Update**

A report dated 7 August 2023 by the Executive Director (Community and Enterprise Resources) was submitted on the Roads Asset Management Plan (RAMP) 2023.

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

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

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

Details were given on:-

- ◆ the Council's main roads asset groups

- ◆ the overall condition of the infrastructure
- ◆ issues for consideration in relation to roads and related infrastructure

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

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

*[Reference: Minutes of 13 December 2022 (Paragraph 10)]*

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## 16 Urgent Business

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There were no items of urgent business.

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## 17 Exclusion of Press and Public

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**The Committee decided:** that, in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, the press and public be excluded from the meeting for the following items of business on the grounds that it was likely that there would be disclosure of exempt information in terms of Paragraphs 6 and 14 of Part I of Schedule 7A of the Act.

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## 18 Business Gateway – Future Delivery Model

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A report dated 7 August 2023 by the Executive Director (Community and Enterprise Resources) was submitted was submitted providing:-

- ◆ an update on the future delivery model for Business Gateway
- ◆ recommendations for further actions

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

**The Committee decided:**

- (1) that the outcome of the options appraisal process in relation to the future delivery model for Business Gateway be noted;
- (2) that it be agreed to conclude the existing Business Gateway contract on 29 February 2024; and
- (3) that the proposed change to an in-house Pan Lanarkshire delivery model, led by North Lanarkshire Council on behalf of North and South Lanarkshire Councils, for the provision of the Business Gateway service in Lanarkshire from 1 March 2024 be agreed.



# Report

3

Report to:	<b>Community and Enterprise Resources Committee</b>
Date of Meeting:	<b>7 November 2023</b>
Report by:	<b>Executive Director (Finance and Corporate Resources) Executive Director (Community and Enterprise Resources)</b>

Subject:	<b>Community and Enterprise Resources - Revenue Budget Monitoring 2023/2024</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide information on the actual expenditure measured against the revenue budget for the period 1 April to 8 September 2023 for Community and Enterprise Resources

## 2. Recommendation(s)

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

- (1) that the breakeven position on Community and Enterprise Resources' revenue budget, as detailed in Appendix A of the report be noted; and
- (2) that the proposed budget virements as detailed in appendices B to F be approved.

## 3. Background

3.1. This is the second revenue budget monitoring report presented to the Community and Enterprise Resources Committee for the financial year 2023/2024.

3.2. The report details the financial position for Community and Enterprise Resources in Appendix A and the individual services' reports in appendices B to F.

## 4. Employee Implications

4.1. None

## 5. Financial Implications

5.1. As at 8 September 2023, there is a reported breakeven position against the phased budget.

5.2. The report details the financial position for Community and Enterprise Resources in Appendix A and variance explanations for each service area are detailed in appendices B to F where appropriate.

The breakeven position reflects underspends within employee costs and these are supporting costs within Roads, Transportation and Fleet services in relation to transport costs and an under recovery in parking income and school meals within Facilities services.

5.3. Virements are proposed to realign budgets across budget categories and with other Resources. These movements are detailed in appendices B to F of this report.

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

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

## **7 Other Implications**

7.1. The main risk associated with the Council's revenue budget is that there is an overspend. There are inflationary and budget pressures, including utilities, this year which increase the risk of overspend however we have mitigated this going forward by providing additional funds in future years' budget strategy.

7.2. The risk is managed through four weekly budget monitoring meetings at which any variance is analysed. In addition, the probable outturn exercise ensures early warning for corrective action to be taken where appropriate.

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

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

8.2. There is also no requirement to undertake any consultation in terms of the information contained in this report.

**Paul Manning**

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

**David Booth**

**Executive Director (Community and Enterprise Resources)**

3 October 2023

## **Link(s) to Council Values/Priorities/Outcomes**

♦ Accountable, effective, efficient and transparent

## **Previous References**

♦ Community and Enterprise Resources Committee – 29 August 2023

## **List of Background Papers**

♦ Financial ledger and budget monitoring results to 8 September 2023.

## **Contact for Further Information**

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

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## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Community and Enterprise Resources: Period 6 Ended 8 September 2023 (No.6)

## Community and Enterprise Resources Summary

<b>Budget Category</b>	<b>Annual Budget</b>	<b>Forecast for Year</b>	<b>Annual Forecast Variance</b>	<b>Budget Proportion 08/09/23</b>	<b>Actual 08/09/23</b>	<b>Variance 08/09/23</b>		<b>% Variance 08/09/23</b>	<b>Note</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>			
Employee Costs	95,600	95,600	0	38,966	37,747	1,219	under	3.1%	
Property Costs	4,126	4,126	0	961	997	(36)	over	(3.7%)	
Supplies & Services	17,829	17,829	0	6,480	6,578	(98)	over	(1.5%)	
Transport & Plant	22,081	22,081	0	10,456	11,070	(614)	over	(5.9%)	
Administration Costs	793	793	0	180	219	(39)	over	(21.7%)	
Payments to Other Bodies	11,193	11,193	0	3,307	3,308	(1)	over	(0.0%)	
Payments to Contractors	46,487	46,487	0	19,364	19,470	(106)	over	(0.5%)	
Transfer Payments	617	617	0	344	344	0	-	0.0%	
Financing Charges	184	184	0	14	16	(2)	over	(14.3%)	
<b>Total Controllable Exp.</b>	198,910	198,910	0	80,072	79,755	317	under	0.4%	
<b>Total Controllable Inc.</b>	(69,535)	(69,535)	0	(32,402)	(32,079)	(323)	under recovered	(0.1%)	
<b>Net Controllable Exp.</b>	129,375	129,375	0	47,670	47,670	0	-	0.0%	

**Variance Explanations**

Detailed within Appendices B to F.

**Budget Virements**

Budget virements are shown in Appendices B to F.

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Community and Enterprise Resources: Period Ended 8 September 2023 (No.6)

## Facilities, Waste and Grounds Services

<b>Budget Category</b>	<b>Annual Budget</b>	<b>Forecast for Year</b>	<b>Annual Forecast Variance</b>	<b>Budget Proportion 08/09/23</b>	<b>Actual 08/09/23</b>	<b>Variance 08/09/23</b>		<b>% Variance 08/09/23</b>	<b>Note</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>			
Employee Costs	60,582	60,582	0	24,864	24,420	444	under	1.8%	1,a
Property Costs	1,948	1,948	0	453	475	(22)	over	(4.9%)	2
Supplies & Services	8,804	8,804	0	3,222	3,290	(68)	over	(2.1%)	3,a
Transport & Plant	8,962	8,962	0	4,617	4,625	(8)	over	(0.2%)	a
Administration Costs	176	176	0	47	71	(24)	over	(51.1%)	4
Payments to Other Bodies	55	55	0	35	35	0	-	0.0%	c
Payments to Contractors	17,493	17,493	0	6,519	6,519	0	-	0.0%	a,b,c
Transfer Payments	0	0	0	0	0	0	-	n/a	
Financing Charges	44	44	0	6	7	(1)	over	(16.7%)	
<b>Total Controllable Exp.</b>	<b>98,064</b>	<b>98,064</b>	<b>0</b>	<b>39,763</b>	<b>39,442</b>	<b>321</b>	<b>under</b>	<b>0.8%</b>	
<b>Total Controllable Inc.</b>	<b>(20,495)</b>	<b>(20,495)</b>	<b>0</b>	<b>(10,083)</b>	<b>(9,971)</b>	<b>(112)</b>	<b>under recovered</b>	<b>(1.1%)</b>	<b>5,a</b>
<b>Net Controllable Exp.</b>	<b>77,569</b>	<b>77,569</b>	<b>0</b>	<b>29,680</b>	<b>29,471</b>	<b>209</b>	<b>under</b>	<b>0.7%</b>	

**Variance Explanations**

1. The variance is due to vacancies that are being actively recruited within all services.
2. The variance is mainly due to higher than anticipated costs on cleaning materials within Facilities.
3. This overspend relates to the cost of food for the school meal service.
4. This overspend mainly relates to higher than anticipated costs on medicals and printing and stationery within Facilities.
5. The variance is due to an under recovery in school meals income and a decrease in uptake in the Care of Gardens service within Grounds.

**Budget Virements**

- a. Establish temporary budget in respect of Nature Restoration Fund, Participatory Budget, Ash Die Back, Chewing Gum removal and Headstone Inspection programmes within Grounds. Net effect £0.000m: Employees £0.568m, Supplies and Services £0.183m, Transport £0.306m, Payment to Contractors £0.262m, Income (£1.319m).
- b. Transfer from reserves temporary budget in respect of Environmental Initiative. Net effect £0.064m: Payment to Contractors £0.064m.
- c. Realign budget to reflect service delivery within Streets & Bereavement. Net effect £0.000m: Payment to Other Bodies £0.004m, Payment to Contractors (£0.004m).

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Community and Enterprise Resources: Period Ended 8 September 2023 (No.6)

## Planning and Regulatory Services

	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 08/09/23	Actual 08/09/23	Variance 08/09/23		% Variance 08/09/23	Note
	£000	£000	£000	£000	£000	£000			
<b><u>Budget Category</u></b>									
Employee Costs	7,425	7,425	0	3,114	2,912	202	under	6.5%	1,a
Property Costs	41	41	0	3	0	3	under	100.0%	
Supplies & Services	183	183	0	132	148	(16)	over	(12.1%)	2,a
Transport & Plant	126	126	0	37	44	(7)	over	(18.9%)	
Administration Costs	118	118	0	40	44	(4)	over	(10.0%)	a
Payments to Other Bodies	265	265	0	22	23	(1)	over	(4.5%)	
Payments to Contractors	1,169	1,169	0	693	798	(105)	over	(15.2%)	3,a
Transfer Payments	0	0	0	0	0	0	-	n/a	
Financing Charges	46	46	0	2	2	0	-	0.0%	
<b>Total Controllable Exp.</b>	9,373	9,373	0	4,043	3,971	72	under	1.8%	
<b>Total Controllable Inc.</b>	(4,407)	(4,407)	0	(2,016)	(2,109)	93	over recovered	4.6%	4,a
<b>Net Controllable Exp.</b>	4,966	4,966	0	2,027	1,862	165	under	8.1%	

**Variance Explanations**

1. The variance is mainly due to vacant posts within the services which are being recruited.
2. The variance represents greater than budgeted costs on an IT system upgrade within Planning & Building Standards.
3. The variance is mainly due to an increase in demand for clinical waste services, this being partially offset by an over recovery in income.
4. The over recovery relates to income received for clinical waste.

**Budget Virements**

- a. Establish temporary budget for Environmental Projects. Net Effect £0.000m: Employees £0.006m, Supplies and Services £0.029m, Administration £0.007m, Payment to Contractors £0.248m, Income (£0.290m).

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Community and Enterprise Resources: Period Ended 8 September 2023 (No.6)

## South Lanarkshire Leisure and Culture

	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 08/09/23	Actual 08/09/23	Varian ce 08/09/23		% Variance 08/09/23	Note
	£000	£000	£000	£000	£000	£000			
<b><u>Budget Category</u></b>									
Employee Costs	4	4	0	2	3	(1)	over	(50.0%)	
Property Costs	98	98	0	40	45	(5)	over	(12.5%)	
Supplies & Services	0	0	0	0	0	0	-	n/a	
Transport & Plant	0	0	0	0	0	0	-	n/a	
Administration Costs	8	8	0	0	0	0	-	n/a	
Payments to Other Bodies	80	80	0	0	0	0	-	n/a	
Payments to Contractors	23,048	23,048	0	11,173	11,173	0	-	0.0%	
Transfer Payments	0	0	0	0	0	0	-	n/a	
Financing Charges	0	0	0	0	0	0	-	n/a	
<b>Total Controllable Exp.</b>	23,238	23,238	0	11,215	11,227	(12)	over	(0.1%)	
<b>Total Controllable Inc.</b>	(11)	(11)	0	(11)	(11)	0	-	n/a	
<b>Net Controllable Exp.</b>	23,227	23,227	0	11,204	11,210	(6)	over	(0.1%)	

**Variance Explanations**

No significant variances to report

**Budget Virements**

No budget Virements within the period.

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Community and Enterprise Resources: Period Ended 8 September 2023 (No.6)

## Enterprise and Sustainable Development

	Annual Budget	Forecast for Year	Annual Forecast Variance	Budget Proportion 08/09/23	Actual 08/09/23	Variance 08/09/23		% Variance 08/09/23	Note
	£000	£000	£000	£000	£000	£000			
<b><u>Budget Category</u></b>									
Employee Costs	5,242	5,242	0	2,199	2,120	79	under	3.6%	1,a,b
Property Costs	522	522	0	138	137	1	under	0.7%	a
Supplies & Services	245	245	0	90	90	0	-	0.0%	
Transport & Plant	47	47	0	2	1	1	under	50.0%	
Administration Costs	93	93	0	5	4	1	under	20.0%	
Payments to Other Bodies	5,418	5,418	0	598	598	0	-	0.0%	a,b,c
Payments to Contractors	9	9	0	9	10	(1)	over	(11.1%)	a
Transfer Payments	0	0	0	0	0	0	-	n/a	
Financing Charges	44	44	0	3	3	0	-	0.0%	
<b>Total Controllable Exp.</b>	11,620	11,620	0	3,044	2,963	81	under	2.7%	
<b>Total Controllable Inc.</b>	(6,888)	(6,888)	0	(3,028)	(3,033)	5	over recovered	0.2%	a
<b>Net Controllable Exp.</b>	4,732	4,732	0	16	(70)	86	under	537.5%	

**Variance Explanations**

- The variance is mainly due to staff turnover and vacancies within the service, which are being recruited.

**Budget Virements**

- Establish temporary budgets in respect of Climate Investments, Strathaven Fund, Whitemoss Tennis Courts, Hamilton Towers and UK Shared Prosperity Fund. Net effect £0.000m: Employees £0.075m, Property £0.321m, Payment to Other Bodies £5.361m, Payment to Contractor £0.009m, Income (£5.766m).
- Transfer from reserves temporary budget in respect of Climate Investment and Food Development Officer. Net effect £0.076m: Employees £0.033m, Payment to Other Bodies £0.043m.
- Transfer of budget for capital funded from revenue in respect of Town Centre CCTV. Net Effect (£0.340m): Payment to Other Bodies (£0.340m).

## SOUTH LANARKSHIRE COUNCIL

## Revenue Budget Monitoring Report

Community and Enterprise Resources: Period Ended 8 September 2023 (No.6)

## Roads, Transportation and Fleet Services

<b>Budget Category</b>	<b>Annual Budget</b>	<b>Forecast for Year</b>	<b>Annual Forecast Variance</b>	<b>Budget Proportion 08/09/23</b>	<b>Actual 08/09/23</b>	<b>Variance 08/09/23</b>		<b>% Variance 08/09/23</b>	<b>Note</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>			
Employee Costs	22,347	22,347	0	8,787	8,292	495	under	5.6%	1
Property Costs	1,517	1,517	0	327	340	(13)	over	(4.0%)	2
Supplies & Services	8,597	8,597	0	3,036	3,050	(14)	over	(0.5%)	
Transport & Plant	12,946	12,946	0	5,800	6,400	(600)	over	(10.3%)	3
Administration Costs	398	398	0	88	100	(12)	over	(13.6%)	
Payments to Other Bodies	5,375	5,375	0	2,652	2,652	0	-	0.0%	
Payments to Contractors	4,768	4,768	0	970	970	0	-	0.0%	a
Transfer Payments	617	617	0	344	344	0	-	0.0%	
Financing Charges	50	50	0	3	4	(1)	over	(33.3%)	
<b>Total Controllable Exp.</b>	56,615	56,615	0	22,007	22,152	(145)	over	(0.7%)	
<b>Total Controllable Inc.</b>	(37,734)	(37,734)	0	(17,264)	(16,955)	(309)	under recovered	(1.8%)	4
<b>Net Controllable Exp.</b>	18,881	18,881	0	4,743	5,197	(454)	over	(9.6%)	

**Variance Explanations**

1. The variance is mainly due to staff turnover and vacancies within Roads and Fleet which are being recruited.
2. The overspend is due to higher than anticipated cost in the upkeep of Roads depots.
3. The overspend is mainly due to the timing of efficiencies and greater than anticipated expenditure within the workshop within Fleet.
4. The under recovery is mainly due to the net effect of a less than anticipated income from maintenance works within Roads and within the Parking account where actual income from parking charges are less than budget.

**Budget Virements**

No budget Virements within the period.



# Report

4

Report to: **Community and Enterprise Resources Committee**  
 Date of Meeting: **7 November 2023**  
 Report by: **Executive Director (Finance and Corporate Resources)  
 Executive Director (Community and Enterprise Resources)**

Subject: **Community and Enterprise Resources - Capital Budget Monitoring 2023/2024**

## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide information on the progress of the capital programme for Community and Enterprise Resources for the period 1 April to 8 September 2023

## 2. Recommendation(s)

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

- (1) that the Community and Enterprise Resources' capital programme of £39.602 million, and expenditure to date of £8.323 million, be noted.

## 3. Background

3.1. This is the second capital monitoring report presented to the Community and Enterprise Resources Committee for the financial year 2023/2024. Further reports will follow throughout the year.

3.2. The revised budget for Community and Enterprise Resources is £39.602 million. This reflects the budget of £42.925 million reported to the last meeting of this Committee, adjusted to reflect changes totalling a net decrease of £3.323 million which were approved by the Executive Committee on 13 September 2023 (£3.417 million decrease) and 11 October 2023 (£0.094 million increase).

3.3. This report details the financial position for Community and Enterprise Resources in Appendix A.

## 4. Employee Implications

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

## 5. Financial Implications

### 5.1. 2023/2024 Budget

The total capital programme for Community and Enterprise Resources is £39.602 million, as detailed in Section 3.2.

5.2. The 2023/2024 Capital Programme of £39.602 million includes budget amendments for 2023/2024 totalling a net decrease of £3.323 million, identified since the last report to this Committee (29 August 2023). The details of these amendments are shown in Appendix A.

5.3. **Period 6 Position**

Anticipated spend to date was £8.220 million and spend to 8 September 2023 amounts to £8.323 million, resulting in the Community and Enterprise Resources being £0.103 million ahead of programme. This reflects the timing of project expenditure only.

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

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

7. **Other Implications**

7.1. The main risk associated with the Council's Capital Programme is that there is an overspend. The risk has been assessed as low given the detailed project management plans prepared and monitored for each project. The risk of overspend is managed through four weekly Investment Management Meetings.

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

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

8.2. There is also no requirement to undertake any consultation in terms of the information contained in the report.

**Paul Manning**

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

**David Booth**

**Executive Director (Community and Enterprise Resources)**

18 October 2023

**Link(s) to Council Values/Priorities/Outcomes**

- ◆ Accountable, effective, efficient and transparent

**Previous References**

- ◆ Community and Enterprise Resources Committee, 29 August 2023
- ◆ Executive Committee, 13 September 2023
- ◆ Executive Committee, 11 October 2023

**List of Background Papers**

- ◆ Financial ledger to 8 September 2023

**Contact for Further Information**

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

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

**South Lanarkshire Council  
Capital Expenditure 2023/2024  
Community and Enterprise Resources Programme  
For Period 1 April 2023 to 8 September 2023**

<b><u>Community and Enterprise Resources</u></b>	Base Budget £000	Budget Adjustments £000	Slippage £000	Total Budget £000	Anticipated Spend £000	Actual Expenditure £000
Facilities, Waste and Grounds	2,762	545	-	3,307	780	833
Enterprise and Sustainable Development	9,685	2,490	(800)	11,375	914	924
Roads, Transport and Fleet	25,763	2,157	(3,000)	24,920	6,526	6,566
<b>TOTAL</b>	<b>38,210</b>	<b>5,192</b>	<b>(3,800)</b>	<b>39,602</b>	<b>8,220</b>	<b>8,323</b>

For Information Only

*Budget Adjustments approved by Executive Committee, 13 September 2023:*

**Budget Adjustments**

Carnwath Community and Business Enterprise HUB	£0.275m
Carluke High Mill Community Facility – Phase 1	£0.714m
Leisure and Culture Transformation Fund – TACT Hall	£0.187m
Strathclyde Passenger Transport – Hairmyres Park and Ride	(£0.800m)
Glasgow City Region City Deal – Stewartfield Way	(£3.000m)
Glasgow City Region City Deal – Lanark Road Signalisation	(£0.800m)
Former Ballgreen Hall Demolition (Minor)	<u>£0.007m</u>

**Total Budget Adjustments** **(£3.417m)**

*Budget Adjustments approved by Executive Committee, 11 October 2023:*

**Budget Adjustments**

Douglas Primary School – Floodlights	<u>£0.094m</u>
<b>Total Budget Adjustments</b>	<b>£0.094m</b>

# Report

5

Report to:	<b>Community and Enterprise Resources Committee</b>
Date of Meeting:	<b>7 November 2023</b>
Report by:	<b>Executive Director (Finance and Corporate Resources) Executive Director (Community and Enterprise Resources)</b>

Subject:	<b>Community and Enterprise Resources – Workforce Monitoring – July to August 2023</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide employment information for July to August 2023 relating to Community and Enterprise Resources

## 2. Recommendation(s)

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

(1) that the following employment information for July to August 2023 relating to Community and Enterprise Resources be noted:-

- ◆ attendance statistics;
- ◆ occupational health;
- ◆ accident/incident statistics;
- ◆ discipline, grievance and Dignity at Work cases;
- ◆ analysis of leavers and exit interviews;
- ◆ staffing watch as at 10 June 2023

## 3. Background

3.1. As part of the Council's performance management arrangements, regular workforce monitoring reports are submitted to Committee. This report for Community and Enterprise Resources provides information on the position for July to August 2023.

## 4. Monitoring Statistics

### 4.1. Attendance Statistics (Appendix 1)

Information on absence statistics is analysed for the month of August 2023 for Community and Enterprise Resources.

The Resource absence figure for August 2023 was 4.9%, this figure has increased by 0.6% when compared to the previous month and is 0.8% higher than the Council-wide figure. Compared to August 2022, the Resource absence figure has decreased by 1.4%.

Based on the absence figures at August 2023 and annual trends, the projected annual average absence for the Resource for 2023/2024 is 6.5%, compared to a Council-wide average figure of 5.5%.

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

**4.2. Occupational Health (Appendix 2)**

In terms of referrals to occupational health, which include medical examinations and physiotherapy, overall, 222 referrals were made this period. This represents an increase of 10 when compared with the same period last year.

**4.3. Accident/Incident Statistics**

There were 34 accidents/incidents recorded within the Resource this period, an increase of 3 when compared to the same period last year.

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

During the period, 12 disciplinary hearings were held within the Resource, a decrease of 7 when compared to the same period last year. During the period 1 appeal was withdrawn by the Appeals Panel. Two Appeals Panel were pending, this figure has decreased by 3 when compared to the same period last year. One grievance hearing was raised within the Resource, this figure has decreased by 1 when compared to the same period last year. No Dignity at Work complaints were raised within the Resource, this figure remains unchanged when compared to the same period last year.

**4.5. Analysis of Leavers (Appendix 2)**

There were a total of 37 leavers in the Resource this period eligible for an exit interview. This figure has increased by 1 when compared with the same period last year. Fourteen exit interviews were conducted in this period, this figure has increased by 8 when compared to the same period last year.

**4.6. When processing an employee termination, managers were asked to identify whether they intended to replace the employee who had left the Council. If they indicated that they did not intend to replace the employee, they were asked to select from the following options:-**

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

**4.7. Appendix 2a provides a breakdown of vacant posts and whether these are being replaced or held for savings. In the period July to August 2023, 92 employees (55.26 FTE) in total left employment. Managers indicated that 88 posts (51.26 FTE) were being replaced, 2 posts (2.00 FTE) were due to the end of fixed term contracts and 2 posts (2.00FTE) are being held pending service reviews.**

**5. Staffing Watch**

**5.1. There has been an increase of 123 in the number of employees in post from 11 March 2023 to 10 June 2023.**

**6. Employee Implications**

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

## **7. Financial Implications**

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

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

- 8.1. There are no Climate Change, Sustainability and Environmental Implications in terms of the information contained within this report.

## **9. Other Implications**

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

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

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

**Paul Manning**

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

**David Booth**

**Executive Director (Community and Enterprise Resources)**

14 September 2023

## **Link(s) to Council Values/Priorities/Outcomes**

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

## **Previous References**

- ◆ Community and Enterprise Resources Committee– 29 August 2023

## **List of Background Papers**

- ◆ Monitoring information provided by Finance and Corporate Resources

## **Contact for Further Information**

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

Elaine Maxwell, HR Business Manager

Ext:- (Tel: 01698 454647)

E-mail:- [Elaine.Maxwell@southlanarkshire.gov.uk](mailto:Elaine.Maxwell@southlanarkshire.gov.uk)

## Absence Trends - 2021/2022, 2022/2023 &amp; 2023/2024

## Community and Enterprise Resources

APT&C				Manual Workers				Resource Total				Council Wide							
	2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024		2021 / 2022	2022 / 2023	2023 / 2024				
	%	%	%		%	%	%		%	%	%		%	%	%				
April	2.3	4.4	3.6	April	5.7	7.3	6.3	April	5.2	6.9	6.0	April	4.3	5.6	5.1				
May	2.7	3.9	3.7	May	6.4	6.8	6.3	May	5.9	6.3	5.9	May	4.9	5.4	5.1				
June	2.8	3.5	4.3	June	6.6	7.2	5.9	June	6.0	6.7	5.7	June	4.7	5.3	4.7				
July	2.9	3.9	2.3	July	5.3	5.9	4.6	July	4.9	5.6	4.3	July	4.0	4.6	3.8				
August	2.9	3.4	3.0	August	6.4	6.6	5.2	August	5.9	6.1	4.9	August	4.7	4.4	4.1				
September	3.4	3.1		September	8.2	7.9		September	7.5	7.1		September	6.4	5.4					
October	3.8	5.1		October	7.9	7.5		October	7.3	7.1		October	6.3	5.8					
November	3.5	4.2		November	8.0	8.3		November	7.3	7.7		November	6.9	6.5					
December	4.2	3.7		December	8.0	8.8		December	7.4	8.0		December	6.9	7.0					
January	3.6	2.6		January	9.6	7.4		January	8.6	6.7		January	7.0	5.8					
February	4.4	3.6		February	9.5	7.4		February	8.7	6.9		February	6.6	5.9					
March	6.0	3.9		March	11.0	7.9		March	10.2	7.3		March	7.9	6.4					
Annual Average	3.5	3.8	3.6	Annual Average	7.7	7.4	7.0	Annual Average	7.1	6.9	6.5	Annual Average	5.9	5.7	5.5				
Average Apr-Aug	2.7	3.8	3.4	Average Apr-Aug	6.1	6.8	5.7	Average Apr-Aug	5.6	6.3	5.4	Average Apr-Aug	4.5	5.1	4.6				
No of Employees at 31 August 2023				528	No of Employees at 31 August 2023				2975	No of Employees at 31 August 2023				3503	No of Employees at 31 August 2023				16523



APPENDIX 2		
COMMUNITY AND ENTERPRISE RESOURCES		
	Jul - Aug 2022	Jul - Aug 2023
<b>MEDICAL EXAMINATIONS</b>		
Number of Employees Attending	89	54
<b>EMPLOYEE COUNSELLING SERVICE</b>		
Total Number of Referrals	5	9
<b>PHYSIOTHERAPY SERVICE</b>		
Total Number of Referrals	68	98
<b>REFERRALS TO EMPLOYEE SUPPORT OFFICER</b>	50	61
<b>REFERRALS TO COGNITIVE BEHAVIOUR THERAPY</b>	0	0
<b>TOTAL</b>	<b>212</b>	<b>222</b>
	Jul - Aug 2022	Jul - Aug 2023
<b>CAUSE OF ACCIDENTS/INCIDENTS</b>		
Specified Injuries*	0	1
Over 7 day absences	7	5
Minor	16	20
Near Miss	3	1
Violent Incident: Physical****	3	3
Violent Incident: Verbal*****	2	4
<b>Total Accidents/Incidents</b>	<b>31</b>	<b>34</b>
<p>*A Specified Injury is any fracture (other than to the fingers, thumbs or toes), amputation, loss of sight, serious burns, crushing injury, scalping, loss of consciousness caused by asphyxiation/ head injury, a chemical or hot metal burn to the eye or penetrating injury as defined by the HSE.</p> <p>**Over 3 day / over 7day absence is an injury sustained outwith specified injury category that results in a period of absence of absence as defined by the HSE.</p> <p>***Near Miss - Any unexpected, unplanned occurrence (except Dangerous Occurrences) that does not lead to injury of persons, damage to property, plant or equipment but may have done so in different circumstance.</p> <p>****Physical violent incidents are included in the "Specified" figures, where applicable, to provide the "Total Specified" figures.</p> <p>*****Physical violent incidents and ***** Verbal Violent Incidents are included in the "Over 3-day or Over 7-day" figures, where applicable, to provide the "Total Over 3-day or Over 7-day" figures.</p> <p>*****Physical Violent Incidents and ***** Verbal Violent Incidents are included in the "Minor" figures, where applicable, to provide the "Total Minor" figures.</p>		
	Jul - Aug 2022	Jul - Aug 2023
<b>RECORD OF DISCIPLINARY HEARINGS</b>		
Total Number of Hearings	19	12
Total Number of Appeals	2	1
Appeals Pending	5	2
<b>Time Taken to Convene Hearing July - August 2023</b>		
	<b>4-6 Weeks</b>	<b>Over 6 Weeks</b>
0-3 Weeks	2	1
9		
	Jul - Aug 2022	Jul - Aug 2023
<b>RECORD OF GRIEVANCE HEARINGS</b>		
Number of Grievances	2	1
Number Resolved at Stage 2	2	0
Still in Progress	0	1
	Jul - Aug 2022	Jul - Aug 2023
<b>RECORD OF DIGNITY AT WORK</b>		
Number of Incidents	0	0
	Jul - Aug 2022	Jul - Aug 2023
<b>ANALYSIS OF REASONS FOR LEAVING</b>		
Career Advancement	2	3
Poor Relationship with Manager/Colleagues	0	1
Moving Outwith Area	1	0
Personal Reasons	2	2
Further Education	1	0
Dissatisfaction With Terms and Conditions	0	1
Other	0	7
<b>Number of Exit Interviews conducted</b>	<b>6</b>	<b>14</b>
<b>Total Number of Leavers Eligible for Exit Interview</b>	<b>36</b>	<b>37</b>
<b>Percentage of interviews conducted</b>	<b>17%</b>	<b>38%</b>

Reason	Jul - Aug 2023		Cumulative total	
	FTE	H/C	FTE	H/C
Terminations/Leavers	55.26	92	115.98	204
Being replaced	51.26	88	111.40	198
Filling on a temporary basis	0.00	0	0.00	0
Plan to transfer this budget to another post	0.00	0	0.00	0
End of fixed term contract	2.00	2	2.58	4
Held pending service Review	2.00	2	2.00	2
Plan to remove for savings	0.00	0	0.00	0

**JOINT STAFFING WATCH RETURN  
COMMUNITY AND ENTERPRISE RESOURCES**

As at 10 June 2023

**Total Number of Employees**

MALE		FEMALE		TOTAL
F/T	P/T	F/T	P/T	
1263	250	201	1426	3140

\*Full - Time Equivalent No of Employees

Salary Bands

Chief Officer	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
5.00	1548.64	363.88	231.25	46.05	16.00	0.00	5.00	0.00	2215.82

As at 11 March 2023

**Total Number of Employees**

MALE		FEMALE		TOTAL
F/T	P/T	F/T	P/T	
1176	235	201	1405	3017

\*Full - Time Equivalent No of Employees

Salary Bands

Director	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Fixed SCP	Teacher	TOTAL
1.00	1432.36	372.02	234.43	44.05	17.00	4.00	5.00	0.00	2109.86



# Report

6

Report to:	<b>Community and Enterprise Resources Committee</b>
Date of Meeting:	<b>7 November 2023</b>
Report by:	<b>Executive Director (Community and Enterprise Resources)</b>

Subject:	<b>Rutherglen Town Centre Strategy and Action Plan</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ inform the Committee of the work undertaken to prepare the consultative draft Rutherglen Town Centre Strategy and Action Plan

## 2. Recommendation(s)

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

- (1) that the consultative draft Rutherglen Town Centre Strategy and Action Plan be approved, and
- (2) that the arrangements for a period of consultation, as outlined in section 5 of the report, be approved.

## 3. Background

3.1. The town centre strategy and action plan for Rutherglen follows four previous strategies for Hamilton, Blantyre, Cambuslang and Larkhall. These strategies seek to engage with local businesses and communities throughout South Lanarkshire to create a dynamic action plan to tackle issues within the various town centres and help repurpose them for the future.

3.2. The nature of town centres across the UK is in a transitional stage. The range of issues town centres are facing are broad and complex. Factors such as the economic downturn, the COVID-19 crisis, online shopping, the growth of out-of-town shopping malls, changes in retailer's business models and consumer expectations have resulted in a decline in town centre footfall. That said, Rutherglen is performing better than some towns within South Lanarkshire.

3.3. Supporting our town centres remains a Council priority and the Council will continue to work closely with the appropriate groups and organisations in each town through a partnership approach to achieve common goals. Local communities remain supportive of their town centres and have a desire to see them thrive.

## 4. Rutherglen Town Centre Strategy and Action Plan

4.1. South Lanarkshire's town centres support a diverse range of economic, social and civic functions. In common with the rest of the UK, town centres have felt the effects of the issues highlighted at paragraph 3.2 above.

- 4.2. Despite these challenges Rutherglen Town Centre continues to perform relatively well and retains numerous assets that provide a solid foundation that people will continue to wish to visit and spend time in.
- 4.3. The future of all town centres is dependent on reacting to changing behaviours by both consumers and retailers recognising that town centres can no longer place such heavy reliance on their retail offer. Rutherglen does already support a broad range of activity including local services, café culture, an evening economy and town centre living.
- 4.4. The consultative draft Rutherglen Town Centre Strategy and Action Plan (Appendix 1) sets out a range of initiatives which the Council will pursue with partners to support the vitality and viability of the town centre. The private sector has a key role in providing shopping services and leisure offers that will attract and meet the needs of the local community. Private sector support coupled with strengthening links between local businesses and the community will provide a strong base from which to drive town centre activity forward.
- 4.5. The Strategy recognises a series of objectives for Rutherglen which are consistent with the activity being promoted by Scotland's Towns Partnerships (STP) and others, namely, a collaborative approach across all sectors is the only way to bring meaningful and sustainable regeneration.
- 4.6. The Rutherglen Town Centre Strategy and Action Plan uses a similar approach undertaken in previous town centre strategies. The process has continued to evolve and improve by using a range of information gathered through engagement and research undertaken in partnership with the Improvement Service's Shaping Places for Wellbeing Team. The Strategy provides an agreed approach to the issues faced by the town centre and will inform future decision making to help achieve sustained long-term improvement.
- 4.7. A place and wellbeing assessment has been carried out which enables officers to take a systematic approach to identify impacts and make recommendations for consideration to maximise benefits to the wellbeing of people and place and minimise negative impacts. The place and wellbeing assessment provides a report with issues categorised under a set of Place and Wellbeing Outcomes; these fall into five overarching themes with relevant sub themes under each. These themes in turn produce a set of outcomes from which actions are identified.
- 4.8. 2026 marks the 900<sup>th</sup> anniversary of the Charter of the Royal Burgh of Rutherglen, the oldest Royal Burgh in Scotland. The town centre will be a key focus of celebrations to mark this occasion and a steering group has recently been established to work on this initiative. The Strategy and Action Plan will support and compliment the growing programme of community led events leading up to the Rutherglen 900 celebrations.
- 4.9. Subject to approval by the Committee, officers from Enterprise and Sustainable Development Services will implement the plan and liaise with other Services and partner organisations to deliver the outcomes agreed.
- 4.10. Finally, the Strategy presents a Town Centre Action Plan which captures the priorities for Rutherglen and illustrates where resources and activities should be focussed. The action plan will remain a live document with projects and priorities being delivered on an ongoing basis.

## **5. Next Steps and Timescale**

- 5.1. Following Committee approval, it is intended that the consultative draft Rutherglen Town Centre Strategy and Action Plan will be published and made available for consultation both online and in person during February and March 2024. Following consideration of the feedback received, a finalised Strategy will be prepared and presented to Community and Enterprise Committee in June 2024.

## **6. Employee Implications**

- 6.1. The development and implementation of the Strategy and Action Plan will be taken forward by officers from Enterprise and Sustainable Development Services.

## **7. Financial Implications**

- 7.1. Implementation of the Strategy will focus on the co-ordination of activity and events that will be funded through existing resources. The financial resources required to deliver the objectives of the Action Plan will be considered on a project-by-project basis. In addition, the Strategy provides a basis to support funding bids from a range of sources, however, it is important to note that much of the success of the plan will rely on the support and investment from the private sector and the buy-in from the community by increasingly using their town centre.

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

- 8.1. The recommendations in this report and the content of the Strategy and Action Plan aim to align with the Council's climate change and sustainability policies and bring forward meaningful change in the town centre in support of these aims.

## **9. Other Implications**

- 9.1. The risks associated with not supporting the proposal is that Rutherglen Town Centre will not have a co-ordinated approach to the challenges it faces. The support and partnership working within Rutherglen Town Centre could be lost, leading to a loss of activity. The Council's reputation could also be damaged if it is not seen to actively support and encourage business initiatives and investments in Rutherglen Town Centre.

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

- 10.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required.
- 10.2. Consultation on the content of this report has been undertaken by Enterprise and Sustainable Development Services with a range of other Council Services and the Shaping Places for Wellbeing Steering Group who have an ongoing role in delivering services and initiatives in our town centres. The consultation and co-operation will continue throughout the duration of the initiative.

**David Booth**

**Executive Director (Community and Enterprise Resources)**

16 October 2023

**Link(s) to Council Values/Priorities/Outcomes**

- ◆ Focused on people and their needs
- ◆ Fair, open and sustainable
- ◆ We will work towards a sustainable future in sustainable places
- ◆ Good quality, suitable and sustainable places to live
- ◆ Thriving business, fair jobs and vibrant town centres

**Previous References**

- ◆ None

**List of Background Papers**

- ◆ Rutherglen Town Centre Strategy and Action Plan (Appendix 1)

**Contact for Further Information**

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

Iain Ross, Enterprise and Sustainable Development Manager – Floor 6 Council HQ

Tel:- 07584 703234

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**Rutherglen Town Centre Action Plan 2023-2028****1. Introduction**

Town centres are at the heart of communities and are a vital part of the past, present and future. They are traditionally places to shop, work and access the facilities and essential services that people require. But the role of our town centres is changing, and people have more alternative choices than ever before. Costs of ownership and operation favoured out-of-town investment and more recently digital sales have replaced many of those made in a town centre. Consumer demand for choice and increasing home ownership has led national retailers and leisure operators to promote larger stores which are accommodated in out of town/edge of centre locations. Most centres have witnessed a reduction in the number of town centre residents and there has been a rise in car ownership leading to a decrease in local use. A growth in new build developments on the edge of centres has also led to a decline in the use of traditional town centres.

The recent move by many to working from home has resulted in an unprecedented change in how we use and enjoy our town centres as demonstrated by the change in pattern of movement and footfall. Digital commerce is now more heavily used than ever with goods, services and restaurant quality food delivered to doorsteps quickly. Further, the way in which we think about town centres at both a national and local level has changed with more emphasis being placed on sustainability and the wellbeing agenda. Like all town centres across the UK, Rutherglen has felt these changes and the town centre must adapt to meet the needs of today's consumers.

Rutherglen has a strong identity, and the people of Rutherglen are rightly proud of its rich heritage as a Royal Burgh. Rutherglen Town Centre is, in comparison to a number of similar towns, performing well with high occupancy of retail, hospitality and banking units. It is important to ensure though that what is on offer is what primarily, the people of Rutherglen need, want and can access but also provide an attractive offering for visitors to the town.

South Lanarkshire Council (SLC) can influence some factors relating to the centre and indeed has a focus on these. The vibrancy and vitality of the town centre however is dependent on a number of factors with the Council being one of many stakeholders. The town needs the support of all who live, work and do business in it to champion it and help it reach its maximum potential.

The Rutherglen Town Centre Action Plan (2023-2028) captures the collaborative actions of South Lanarkshire Council, partners and town centre stakeholders to support Rutherglen Town Centre and build strong foundations for future generations.

## 2. Rutherglen Town Centre Vision

***“To ensure Rutherglen Town Centre is a vibrant hub, offering shopping, community services, leisure, business and residential spaces at the heart of a growing town with a proud history, heritage and culture”***

Places we create impact on those who live work and relax in them and can have a positive or negative impact on their health and wellbeing. Place planning and visioning is an important tool for delivering change which can address the needs of people and place and address the challenges of the future.

### The Approach

The purpose of this Action Plan is to propose a long-term shared vision for Rutherglen Town Centre and set objectives and actions to underpin it. Evolving from the work undertaken in previous town centre strategies this Action Plan has been prepared using a range of information gathered through engagement and research undertaken in partnership with the Improvement Service's Shaping Places for Wellbeing Team. It will inform future decision making to help achieve sustained long-term improvement.

### Place and Wellbeing Assessment

A Place and Wellbeing Assessment enables a systematic approach to be taken to identify impacts and make recommendations for consideration to maximise benefits for the wellbeing of people and place and minimise negative impacts. At the Assessment a report is produced with issues categorised under a set of Place and Wellbeing Outcomes, a consistent and comprehensive set of outcomes that every place needs to enable those who live, work and relax there to stay healthy and thrive.

No one sector or discipline delivers these outcomes. It allows for critical analysis of whether the right collective actions are being taken to bring about the change people need from our places.

### Place and Wellbeing Outcomes

Place and Wellbeing outcomes fall into five overarching themes with relevant sub themes under each. These themes in turn produce a set of outcomes from which actions are identified:



### **3. Addressing the Challenges**

Rutherglen is a town centre with strong assets and a definable place quality. This is evident though the strong civic presence, business base, historical architecture and investment to date. These provide the foundations for Rutherglen to assert its role as a strong and vibrant town centre. Rutherglen's key strengths include:

- **A distinctive and diverse offer**

Retailers have previously had representation in a considerably greater number of towns than their business models now allow. With the continued growth of online shopping, mobility of customers and move towards "click and collect" their requirements have changed and there is less demand from retailers for town centre locations. Recognition of this change in certain aspects of retailing allows focus on other key aspects of the town centre including leisure and cultural offering, services and town centre living. As one of Lanarkshire's larger towns Rutherglen is well placed to provide a variety of functions to its catchment area.

- **Access and enhanced connectivity**

Rutherglen is very well-connected with excellent road and rail infrastructure to other areas of South Lanarkshire as well as into Glasgow City Centre and beyond. Rutherglen has the potential to further develop the quality of its offer and appeal of place. By continuing to develop its active travel offer and providing a welcoming experience for those with additional needs Rutherglen can support its local catchment. Rutherglen fits well into a 20-minute neighbourhood model which allows it to support the community it serves.

- **Strategic Investment**

SLC secured funding for investment in Rutherglen Town Centre for the creation of The Hub, a community meeting space on Rutherglen Main Street and also business incubation space and a gym facility in the Exchange Shopping Centre. SLC was also able to support the owners of The Exchange in carrying out environmental improvements including upgrade to the frontage. Officers continue to seek funding to deliver strategic investment outlined in this action plan.

- **Council Commitment**

The Council is committed to supporting our town centres and has developed strategies for Hamilton, Blantyre, Larkhall and Cambuslang providing further information and detail on policies set out in the adopted Local Development Plan (LDP). Each strategy provides a framework for collaborative work across a range of partners, groups and delivery models and a policy basis for communities to take forward aspirations for their own town centres.

- **Shaping Places for Wellbeing**

The Shaping Places for Wellbeing Programme stemmed from the desire to use Place and Wellbeing Outcomes to ensure the impact of decisions consider every aspect of place. To fully understand the contribution of our places as part of the preventative solution when addressing the range of priorities facing local councils and health boards across Scotland.

Key Opportunities and challenges facing the town centre can be summarised as follows:

KEY OPPORTUNITIES	KEY CHALLENGES
Extremely active, motivated local community with many people willing to work with Council and partners on environmental and other community issues.	On-demand expectations - new technologies and business models have made getting what we want when we want it easier than ever. This offers direct competition to the high street which will need to adapt to compete.
Community Wealth Building initiatives give local people more say in the future of their centre.	Changing face of retail to more digital models reduces the need for retail provision in traditional town centres leaving empty units.
NPF 4 puts the town centre at the heart of new planning policy.	Limited event and multi-use spaces for community, clubs and groups to hire.
SLC Business Support Team has a robust programme in place to encourage start-ups and help current businesses	Energy inefficiency in ageing town centre buildings makes newer edge of town units a more viable proposition for businesses.
Green Economy – as consumer attitudes towards climate change shifts the green economy is becoming more important. Coupled with likely increased regulation, green focussed businesses and town centres will find themselves becoming more attractive to consumers.	Ageing Population – an older society will change the demands users place on high streets not only in terms of what shops, facilities and community spaces are required but also in terms of accessibility.
Excellent links to Glasgow (and beyond) via road and rail network.	Reduction in town centre homes over the years has reduced the customer base in town centres.
Close proximity to M74 and excellent public transport provision makes the town an attractive option.	Cost of living crisis reduces household spending power.
Unique local heritage and historic architecture give Rutherglen a distinct sense of place.	High volume of traffic on Rutherglen Main Street (B768) restricts pedestrian movement and contributes to a noisy environment.
Good access to Open Spaces – Cuningar Loop, Overton Park, Fernbrae Meadows with access to local walking and cycling routes	Air quality is perceived to be poor.
Town centre offer aligns with 20-minute neighbourhood model	Seen more as a road link to city centre rather than a destination.
Rutherglen is a recognised Air Quality Management Area. An air quality monitoring station is situated in Main Street. Rutherglen has produced evidence that air quality has improved significantly over recent years.	Traditional shopping hours are not in line with modern day lifestyles (limited Sunday opening and late-night shopping).

Greater sense of “localness” after the pandemic creates demand for new community spaces, tailored retail and hospitality to meet local demands.	There is a level of perception locally that Graffiti, vandalism, fly-tipping, and the storage of waste impact negatively on the visual appearance of the town centre.
Rutherglen 900 - series of community led activities will attract visitors and promote Rutherglen as a place of historical interest encouraging community engagement and partnership working	Increasing reports of youth/anti-social behaviour.

Assessment of Rutherglen’s distinctive qualities alongside the opportunities and challenges facing the town centre show that, like all town centres, Rutherglen must evolve to take advantage of opportunities and counter threats. To continue attracting people and investment town centres must offer better quality choices that reflect our changing habits and lifestyles. They need continuing support and investment to allow them to improve and develop new functions other than retail. It is therefore important that Rutherglen Town Centre is better equipped to thrive and prosper, meeting the needs of all its residents, businesses and visitors.

## **4. Strategic Context**

Legislative and strategic context for SLC's town centre ambitions have developed over the past few years. Health and wellbeing, community empowerment, sustainability and the reduction of inequalities have become key priorities for the country. The key strategies and legislation which guide this document are as follows:

### **National Planning Framework 4**

The Scottish Government has published a new National Planning Framework (NPF4) setting out the future for planning of places and environments. NPF4 differs from previous NPFs as it incorporates Scottish Planning Policy and the NPF into a single document and forms part of the statutory development plan.

The National Planning Framework recognises that the challenges town centres are facing today demand a change in the way we plan for tomorrow. Planning for the future makes it important to future-proof places, be more innovative and involve a wider range of people in the planning process. NPF4 supports the "town centre first" principle and the development of 20-minute neighbourhoods.

The NPF places significant emphasis on building a more inclusive and fairer well-being economy.

### **Place Principle and Place Making**

The "Place Principle" promotes a shared understanding of place and the need to take a more collaborative approach to a place's services and assets to achieve better outcomes for communities.

The principle requests that "all those responsible for providing services and looking after assets in a place need to work and plan together, and with local communities, to improve the lives of people, support inclusive and sustainable economic growth and create more successful places".

### **Scottish Government Town Centre Action Plan 2 (TCAP2)**

The Scottish Government published the "A New Future for Scotland's Town Centres" report in February 2021. This report was an independent collaborative review of the progress and scope of the 2013 Town Centre Action Plan. The review group was asked to build on the town centre first approach and develop a refreshed vision for Scotland's towns and the means to achieve it.

While the review group found the basis and route map of the Scottish Government's 2013 Town Centre Action Plan remains sound, they concluded that progress "needs to be more consistent and rapid".

To support this the group has made three key recommendations as follows:

1. Strengthen the formal positioning of towns and town centre in National Planning, including requirements to produce town and town centre plans, co-produced with communities and enhance data collection and use at town and town centre level. To support that:
  - Town and town centres to be included and prioritised in National Planning Framework.

- Town Centre Plans need to be developed and implemented with the local community and with a focus and commitment on the wellbeing of people, the planet and economy.
  - Develop a revised and enhanced focus on measurement and data for towns and town centres.
2. Scottish Government should review the current tax, funding and development systems to ensure that wellbeing, economy and climate outcomes, fairness and equality are at their heart.
  3. Funding of Demonstration Projects in Towns and Town Centres. Projects could be focussed around themes of:
    - Town Centre Living Expansion
    - Digital Skills and Use in Towns
    - Enterprising Communities
    - Climate Change Response

### Community Empowerment Act/ Community Wealth Building

The Scottish Government has adopted the internationally recognised Community Wealth Building (CWB) approach to economic development as a key practical means to achieve wellbeing economy objectives.

CWB is designed to harness the economic leverage of local “anchor” organisations (such as local authorities, health, universities, colleges, housing associations or large local private sector employers) to tackle long standing systematic challenges and structural inequalities within our communities. It seeks to transform our local and regional economic systems to enable more local communities and people to own, have a stake in, access and benefit from the wealth our economy generates. Community Wealth Building can deliver more and better jobs, business growth, community-owned assets and shorter supply chains creating greater resilience and supporting net zero ambitions.

The Community Empowerment (Scotland) Act 2015 is a significant piece of legislation which enhances opportunities for the active participation of communities. The Act created new responsibilities and powers for the council and other public bodies to help empower communities. These include:

- Participation requests whereby community groups can make a request to public service providers to open a dialogue on issues they feel are important with a view to improving outcomes.
- Asset Transfer whereby communities have the right to make requests to local authorities, Scottish Ministers and a range of other public bodies for the transfer of land or buildings they feel they could make better use of.
- Community Right to Buy which extends the community right to buy land to cover both urban and rural land and changes some of the procedures previously introduced by the 2003 Land Reform Act. The Act also makes provision for communities to buy land that is abandoned, neglected or detrimental to the environmental wellbeing of the community where the owner is not willing to sell the land.

### South Lanarkshire Towns – Places for People (Town Centre Visioning)

Places for People is South Lanarkshire's place-making framework for town centres. As a strategy it sits alongside the Local Development Plan, Community and Neighbourhood plans to help guide decision-making for our town centres.

Town visioning has increasingly become part of the toolkit to address the challenges facing town centres and to reposition towns to meet the needs of the 21<sup>st</sup> century.

Places for People provides a forward-looking strategy aligning local outcomes with wider national programmes and funding. It established a framework for a shared sense of vision. National programmes and funding initiatives offer new routes to develop and fund town centre investment programmes. Scottish and UK Government funding through Community Regeneration Funds, Levelling Up Funding, Growth Deals, Net Zero Initiatives and Place and Active Travel Funds create new opportunities to fund larger integrated programmes. Partnership funding can help accelerate project delivery, advance strategic programmes and build long term value alongside local initiatives.

While currently in draft form this strategy will be adopted in 2024 and will sit alongside the Rutherglen Town Centre Strategy and Action Plan.

### South Lanarkshire New Places New Futures – Strategy and Action Plan

South Lanarkshire Council's "New Places New Futures" is an ambitious programme to support the transition to net-zero across South Lanarkshire's towns while enhancing their qualities as places to invest, visit and work. Within the programme the Council has developed a vision and strategy for towns that builds on their existing assets, identifies areas and opportunities for improvement and place-making that supports sustainable living.

Following the development of the Council's Climate Change and Sustainability Strategy, this net -zero towns strategy provides a specific route map for how principal settlements across South Lanarkshire will positively address the transition to net-zero through place-based action and investment.

While currently in draft form this strategy will be adopted in 2024 and will sit alongside the Rutherglen Town Centre Strategy and Action Plan.



## **5. Town Centre Action Plan**

The Action Plan seeks to set out a range of objectives for Rutherglen Town Centre and outlines in the Action Plan where resources and activities should be focused to deliver the desired outcomes.

There is no one solution or intervention which will address all the issues facing the town centre. The issues and solutions are wide ranging, interrelated and complex. The approaches and actions adopted will need to be given time and progressed as a coordinated suite of measures to deliver the most effective impact. Regeneration requires long-term sustained activity and initiatives and these actions need to be delivered with flexibility.

Advancing a coordinated set of actions across the town centre will help business confidence and support investment. It must be progressed with a wide range of partner participation. Projects need to look to exploiting current programmes, grant funding and regeneration funds wherever programmes and funds allow.

The projects and initiatives which the Council are highlighting to partners across the town centre will be categorised using the place and wellbeing themes as follows:

- Movement
  - Active travel
  - Public transport
  - Traffic and Parking
- Spaces
  - Streets and spaces
  - Natural spaces
  - Play and recreation
- Resources
  - Services and support
  - Work and economy
  - Housing and Community
- Civic
  - Identity and belonging
  - Feeling safe
- Stewardship
  - Care and maintenance
  - Influence and control

The Plan is a holistic range of measures aimed at revitalising a variety of aspects within the town centre. With this in mind, the success of the strategy is dependent on the actions of the Council in partnership with the private sector, community and third sector.

## 6. Action Plan

<b>Movement</b>			
Action	Lead	Timescales	Outcomes
Active Travel Plan	SLC/	Short-Medium	The Rutherglen and Cambuslang area Active Travel Network Plan was published in 2019 and identified actual and perceived barriers to all-ability cycling and walking for everyday journeys in and around Rutherglen and neighbouring Cambuslang. The network needed to enable modal shift to those modes and promote Rutherglen and Cambuslang as Active Travel Friendly Towns. Key routes have been identified, and implementation work is ongoing. Proposals to increase capacity at park and ride sites in the area are also identified
Better Points App	SLC	Ongoing	A pilot project funded by SLC and Scottish Government to move people away from unnecessary car journeys to walking, wheeling and cycling, car sharing and public transport by encouraging tracking and rewarding active and sustainable travel.

<b>Spaces</b>			
Action	Lead	Timescales	Outcomes
Accessible town centres	SLC, Shaping Places, Third sector partners	Short-Medium	Audits to be carried out to establish the suitability of Rutherglen Town Centre for those with accessibility needs. This will include looking at initiatives that will assist those with additional needs such as dementia, autism, and physical accessibility issues. Audits will determine future actions to be implemented.
Support SLC's litter strategy – the council wide litter strategy was approved by	SLC	Ongoing	The strategy focuses on litter, fly tipping and dog fouling with an emphasis on prevention. Work will concentrate on education, engagement and enforcement. We will work with

Committee on 31 <sup>st</sup> August 2023.			town centre partners on an action plan with key measurables.
Greener, cleaner town centre	SLC	Medium	SLC signed a concordat with the Clyde Climate Forrest committing, amongst other things, to target tree planting in urban areas. Not only will this help towards net-zero ambitions and improve air quality, but studies have shown that trees help to increase dwell time in town centres. SLC aim to carry out design feasibility works to ascertain how the town centre could contribute to the ambitions of this scheme.
Town Centre Net Zero Study	SLC	Medium	This study looks at the longer-term net zero ambitions for Rutherglen such as improving air quality, good transport links.
Community Rail Partnership – Rail 74	CRP/SPT	Ongoing	Rail 74 covers six stations between Rutherglen and Hamilton. In partnership with Scotrail CRP develop projects working with local businesses and social enterprises for example develop station artwork with a focus on improving mental health.

<b>Resources</b>			
Action	Lead	Timescales	Outcomes
Cultural asset – feasibility study	SLC	Medium	Identify a vision for key cultural assets in Rutherglen Town Centre.
Social enterprise – “Re-use” projects	SLC/ VASLAN/ Social Enterprises	Medium	Explore the possibility of a shared space for sorting and distributing for social enterprises selling pre-loved items through a cooperative model.
Former Mecca Bingo Hall	Private sector/ SLC	Short-medium term	We will continue to work with the owner of this site to secure development.
Insideout App	SLC	Medium	Digital noticeboard – aims to be a one stop shop for all business and community information.

Inward Investment	SLC/Clyde Gateway	Ongoing	Number of projects complete and ongoing e.g. Red Tree Magenta Business Centre, Rutherglen Links Business Park which creates assets which can aid economic development within Rutherglen.
Town Centre Living	SLC/Scot Gov/RSLs		In response to Scottish Governments, Town Centre Action Plan which encourages town centre living. Officers are working with Housing colleagues and the private sector to identify sites in Rutherglen.
Shaping Places for Wellbeing	SPfW	Ongoing	Three-year programme delivered by Public Health Scotland and the Improvement Service jointly with local authority and NHS Scotland to improve wellbeing by reducing the significant inequality in the health of people and to support those making decisions that will influence a place to consider the consequence of those decisions on all the evidenced features of places that impact people's health and wellbeing.

<b>Civic</b>			
Action	Partners	Timescales	Objective
Rutherglen 900	Community Groups/SLC/Shaping Places	Short	To support a series of community led activities to celebrate the 900 year anniversary as a Royal Burgh.
Engagement with local community on town centre activity through establishment of a business forum	SLC Community Engagement/Shaping Places/ Community Group	Short-Medium	Seek to establish a business group within the town. Consideration to be given to establishing a Business Improvement District.
Town Centre CCTV rollout	SLC, Police Scotland	Ongoing	Engagement with key town centre partners has been undertaken to ascertain areas of need and roll out a new state of the art system will be rolled out over the next 18 months.

Air Quality Monitoring	SLC/SEPA	Ongoing	Continued monitoring of air quality via Air Quality Monitoring Station on Main St Rutherglen to ensure continued improvement in air pollution levels.
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Stewardship			
Action	Partners	Timescales	Objective
Landlord Engagement	SLC	Short – Medium	Empty shop units can discourage investment in the town centre, decrease the offer of the Main Street and contribute to a general sense of decline. Engagement with absentee landlords aims to connect them back to the local community and consider ways which the units can be brought back into use through initiatives such as shop front improvements, pop ups, business support and change of use

## 7. Next Steps

The improvement of Rutherglen Town Centre is not solely in the gift of the Council. It is vital to build on the initial engagement and continue to work in partnership with local businesses and property owners, the local community, local interest groups and statutory agencies.

The vision, objectives and actions outlined are intended to form a basis for discussion and for all stakeholders to collectively share and take forward.

Coordinated and sustained activity is key to supporting Rutherglen Town Centre. The delivery of the range of projects and initiatives will require agreement across all stakeholders taking a coordinated approach to delivery. With this in mind, this draft strategy will be subject to consultation before being finalised. The consultation will have three main elements:

- Partner and stakeholder engagement
- Public engagement through a consultation event to allow the local community to consider the proposals and feedback.
- Digital consultation through SLC's webpage.

These three elements will run concurrently.

It is anticipated that this process will take around 8-12 weeks following which Economic Development officers will collate and review feedback. This feedback will inform a finalised strategy and action plan for Rutherglen Town Centre.

The finalised strategy will be used to engage with key stakeholders and support funding bids and submissions for specific projects. Engagement and sharing the town centre vision, objectives and strategy build a broad base of support for action allowing a collective approach to delivery.

The indicative timetable for the process of developing and approving the Action Plan is as follows:

November 2023	Draft Strategy to Community & Enterprise Committee for approval to carry out consultation exercise.
February – March 2024	Online consultation live
February – March 2024	In person consultation events held in Rutherglen Town Centre
May - June 2024	Revision of action plan in response to consultation outcome.
July 2024	Seek approval of Community & Enterprise Committee for finalised action plan.
August 2024 +	Implementation of action plan.

# **Report**

**7**

Report to: **Community and Enterprise Resources Committee**  
 Date of Meeting: **7 November 2023**  
 Report by: **Executive Director (Community and Enterprise Resources)**

Subject: **Discover Lanark Business Improvement District - Renewal Ballot**

## **1. Purpose of Report**

1.1. The purpose of the report is to:-

- ♦ request approval to support the business proposal prepared by the Discover Lanark Business Improvement District (BID), for the period 1 September 2024 to 31 August 2029, and associated Council support

## **2. Recommendation(s)**

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

- (1) that support for the BID to deliver the objectives of the business proposal prepared by Discover Lanark, as set out in the BID Business Plan attached at Appendix 1 of the report, be approved; and
- (2) that it be approved that the Council continues to actively support the BID through the range of measures as set out at section 4 of the report.

## **3. Background**

- 3.1. The Executive Committee approved the Council's support for the creation of a Business Improvement District (BID) for Lanark on 19 December 2018. Discover Lanark represent the businesses in a defined area of the town and delivers a series of initiatives set out in their Business Plan. The BID is established through a ballot process and, if successful, remains in place for a period of 5 years. The BID is funded by a levy from the businesses they represent which is collected on their behalf by the Council.
- 3.2. Following a successful ballot on 28 February 2019, a BID company was established and has gone on to deliver a variety of projects and initiatives in partnership with the Council. These include the Christmas Lights Switch On, Jurassic Lanark, Classic Car Event, Lanark Winter Wonderland, The Space @ Hyndford Place, Wellgate Light Ceiling, markets and themes events and a variety of business initiatives. The BID now seeks renewal through the ballot process and if successful this will grant them a second term until 31 August 2029.
- 3.3. During the current BID period, the Council has been carrying out its statutory obligations to collect the BID levy from eligible businesses. The transfer of monies raised through the levy to the BID company is regulated by the statutory instruments regulating BIDs in Scotland. Alongside the statutory legal guidance, an Operating Agreement is in place which deals with the practicalities of the process. This agreement satisfies the

requirements of the Council and its statutory obligations whilst providing a suitable mechanism for the BID.

- 3.4. The current 5-year term of the BID operation comes to an end on 31 August 2024. Under BID legislation the BID must hold a ballot to all members to establish whether they wish to renew the BID arrangements for a further 5 years or wind the BID company up.
- 3.5. The BID Business Plan for the period 1 September 2024 to 31 August 2029, is attached at Appendix 1 to the report. The plan sets out the BID's proposed projects, the BID area and the levy that will be payable by the businesses affected. The Council has an important role in supporting and working alongside the BID company to ensure that projects and initiatives are complementary and benefit the town.

#### **4. Proposals**

- 4.1. It is proposed that the Council continues to provide the following support to the BID:-
  - ◆ votes in favour of the BID in the ballot for each of the Council properties in the area.
  - ◆ continues to provide officer support in terms of a named liaison officer to coordinate all Council activity with the BID.
  - ◆ manages the ballot process in line with the appropriate statutory instruments.
  - ◆ continues to collect BID levy on behalf of the BID. The Council will not seek to recover the cost of collecting the BID levy or recovering arrears from the BID company; and
  - ◆ provides representation on the BID Board through two elected members. The appointment of members will be subject to a future report to the Executive Committee depending on the outcome of the ballot.
- 4.2. By supporting the BID in this way, the Council will provide financial and organisational stability to the BID giving it the greatest prospect of successfully delivering its objectives to the mutual benefit of Lanark's businesses and the wider community.

#### **5. Employee Implications**

- 5.1. Enterprise and Sustainable Development Services will continue to be the principal point of contact with the BID and liaise on the day-to-day business from within existing staff resources.
- 5.2. Finance and Corporate Resources will continue to manage the collection and onward payment of the levy through the non-domestic rates system from within existing staff resources.
- 5.3. Finance and Corporate Resources will manage and carry out the ballot process from within existing staff resources.

#### **6. Financial Implications**

- 6.1. Any non-payment of the statutory levy will be dealt with under the existing procedures for managing debt within the Council. The level of bad debt provision will be kept under review with the BID company advised periodically on collection levels. The BID company has a provision for a non-payment in its business plan.
- 6.2. The IT collection system has a maintenance cost of £2,000 per annum. Funding for this has been identified from existing Community and Enterprise Resources' budgets.



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

- 7.1. The activity of the BID supports the delivery of 20-minute neighbourhoods which will in turn support the Council's targets under climate change and sustainability.

## **8. Other Implications**

- 8.1. The risks associated with not supporting the proposal is that the BID company will be in a poorer financial position and have greater risk of failure in delivering the Business Plan. The support to Lanark Town Centre could be lost, leading to potentially further decline and increased calls for the Council's intervention and investment. The Council's reputation could also be damaged if it is not seen to actively support and encourage business initiatives and investments in Lanark Town Centre at a time of economic difficulty.

## **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. Extensive consultations have been co-ordinated by Enterprise and Sustainable Development Services with a range of Council Services who have an ongoing role in delivering services and initiatives in our town centres. This consultation and co-operation will continue throughout the duration of the BID.

**David Booth**

**Executive Director (Community and Enterprise Resources)**

18 October 2023

## **Links to Council Values/Priorities/Outcomes**

- ◆ Accountable, Effective, Efficient and Transparent
- ◆ Fair, open and sustainable
- ◆ Ambitious, self-aware and improving
- ◆ We will work to recover, progress and improve

## **Previous References**

- ◆ Executive Committee - 19 December 2018 – Lanark Business Improvement District (BID)

## **List of background papers**

- ◆ Business Improvement District proposal

## **Contact for Further Information**

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

John Archibald, Project Development Officer, Enterprise and Sustainable Development Services

Email:- [john.archibald@southlanarkshire.gov.uk](mailto:john.archibald@southlanarkshire.gov.uk)





Discover  
Lanark

# BID Business Plan

1 September 2024 – 31 August 2029

VOTE  
YES  
FOR LANARK BID

VOTE  
✓  
BID





# A message from our Chair

## Working together to improve our town

As we come towards the end of Discover Lanark BID's first term, it seems appropriate to look back and reflect on the positive impact our many projects have had on our town and business community.

By next August, we will have invested over £1.2 million into Lanark. We have worked with you and our many partners to make the town more welcoming and safer, to attract more and new visitors, and crucially to support each other through the pandemic.

From exciting new events like Jurassic Lanark to regeneration projects such as Wallace House, we have worked hard to provide excellent value for our levy payers.

When the BID started, there was virtually no co-ordinated marketing of Lanark and its businesses. We have strengthened the town's digital and social media presence to amplify the shop local message to our residents as well as delivering the wider Great Days Out in Lanark campaign aimed at visitors.

## You Told Us

The feedback you provided over the last few months indicates that there is strong support for Discover Lanark and the projects completed so far. The results confirmed the need to continue delivering projects that will increase footfall. It is also clear that improving the appearance of the town centre and vacant units within it is vitally important.

It also became clear from our consultation that we need to improve communication with our levy payers and to deliver more for businesses outside the town

centre, and across all sectors. One of the services you have wanted us to make better use of is our social media presence. This request has been taken on board and a regular programme of business visits and social media posts was started from summer 2023 with great success.

## Our plans for the future

This Business Plan highlights the services we aim to deliver across the next 5 years to support all our businesses. Some projects will be the consolidation of activity we already undertake and which you have identified as beneficial to your business. Other projects will be new and a reflection of the issues and priorities the consultation has brought to our attention.

Over the last five years, Discover Lanark has delivered some 25 projects which have attracted people into Lanark, enhanced the appearance of the town and supported local businesses.

Without a YES vote in the renewal ballot in early 2024, this will cease. There will be no Jurassic Lanark or Winter Wonderland, no markets or themed events, no Christmas marketing campaigns, no website or social media activity, no new regeneration projects, no Business Frontage Improvement Grants, no hanging baskets, mini-Christmas trees, banners or light ceilings, and no tourism campaigns.

All this activity – and more – will end.

I ask you therefore to give careful consideration to this Business Plan which reflects the projects that you in the business community have said you want to see us deliver. They will only be secured by a



positive result in the renewal ballot and so I urge you to ensure that your company votes YES.

### Graeme McLeish

Chair of Discover Lanark BID &  
Owner of R C McLeish Insurance  
Consultants



**13k+**  
**FOLLOWERS**  
OF DISCOVER LANARK  
ON SOCIAL MEDIA



**£325k+**  
**ADDITIONAL  
FUNDING**  
INVESTED BACK INTO  
LANARK TO DATE

# 5 Years of Delivering for Lanark

During our first term, some 25 projects have been successfully delivered for the benefit of businesses and the wider community across our four key themes. We are proud of their impact on the town although always recognising that there is much more to do in the future. They include:

## Appearance and Access



- Business Frontage Improvement Grants
- Wallace House
- Closes Renovation and New Lighting
- New Arrival Signs
- Wellgate Light Ceiling
- Creating Quality Public Space Consultation

## Business



- Showcasing Lanark Businesses on Social Media and in Print
- COVID-19 Business Support
- The Space @ Hyndford Place
- Outside Seating at the Tolbooth
- Securing Additional Funding for Lanark
- Lanark LoyalFree App
- Cost Reduction Service

## Community



- Lanark Winter Wonderland
- Christmas Marketing Campaigns
- Yours Lanark and Shop Local Campaigns
- Decorating the Town with Hanging Baskets, Christmas Trees and Banners
- Spring, Summer and Christmas Markets
- Themed Events such as Lanark Car Show and Lanark Medieval Celebration
- Discover Lanark Website and Social Media

## Lanark and New Lanark / Tourism



- Jurassic Lanark Summer Trail
- Great Days Out in Lanark Campaign
- Lanark Community Comfort Scheme
- Be A Local Tourist COVID-19 Campaign
- Discover Lanark Mini Banners
- Scotland's Year of Stories Programme

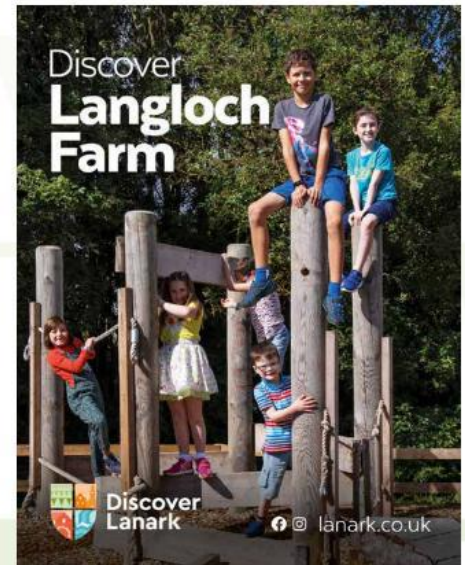


# What are BIDs and why do they work?

A Business Improvement District (BID) is a geographically defined area, where businesses come together and agree to invest collectively in projects and services they believe will improve their trading environment.

BID projects are new and additional projects and services. They do not replace services already provided by South Lanarkshire Council and other statutory bodies.

BIDs are developed, managed and paid for by those who are liable to pay non-domestic rates by means of a compulsory levy which the eligible persons in the BID area must vote in favour of before the BID can be established. Each eligible person liable to pay the BID levy will be able to vote on whether or not the BID goes ahead.



## 8 benefits of BIDs

- 1. Sustainability:** the BID operates for a 5 year period with a known income and so can formulate and deliver projects over an extended period.
- 2. Business led decision making:** it is businesses that decide what they want to see delivered during the lifetime of a BID based on their knowledge and expertise.
- 3. Extra funding:** in the case of Discover Lanark, substantial additional funding has been achieved in the BID's first term to augment the BID levy enabling us to deliver more and better services.
- 4. Partnership working:** we work with partners locally, regionally and nationally to deliver a broad ranging programme for our town.
- 5. Representation:** BIDs provide representation and ensure businesses have a voice on issues affecting the area.
- 6. Networking:** nobody knows as much about your town as you do and the BID provides a chance for like-minded people to identify what is needed and work together to deliver.
- 7. Area promotion:** the BID can pool resources enabling effective promotion of the benefits of our town as a place to visit and shop.
- 8. Everybody contributes:** the BID is funded through statutory contributions meaning that, if there is a majority yes vote, all eligible businesses in the BID area are obliged to contribute.

**£870K+**   
**INVESTED IN LANARK**  
IN THE BID'S  
FIRST 4 YEARS 

**300+**  
BUSINESSES AND  
ORGANISATIONS **WORKING  
TOGETHER FOR A MORE  
PROSPEROUS LANARK**

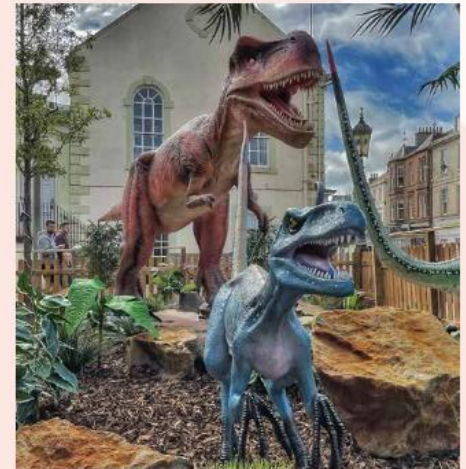


# Why does Lanark need a BID?

Discover Lanark has a strong record of delivering quality events, marketing, regeneration projects, improvement activities, and business support.

We know there is much more to do in the next five years and that is what this Business Plan sets out.

Discover Lanark provides direct investment into the town, not just from the BID levy but through a proven track record of delivering external funding. In our first four years, we have generated additional funding of over £325,000, all of which is invested back into the town. In particular, having a BID has enabled Lanark to benefit from larger scale projects and events – often undertaken in partnership – which will be very difficult to deliver in the future without a BID.



## What will be lost without a BID?

If the renewal ballot for a second term is unsuccessful, all projects and services will stop on 31st August 2024.

There is no alternative organisation to co-ordinate, fund and deliver this work, and the focus on delivering for Lanark will be lost.

### Examples of what will stop on 31st August 2024 include:



Discover Lanark social media and website promotion of businesses and events will stop.



Events including Jurassic Lanark, Winter Wonderland/Santa Saturdays, pop-up markets and themed shows will be discontinued.



The Business Frontage Improvement Grant scheme will cease.



Projects to decorate the town such as hanging baskets, mini-Christmas trees and banners will end.



Marketing campaigns like Christmas, Shop Local and Great Days Out in Lanark will stop.



Maintenance of the closes will cease and the Wellgate Light Ceiling will be removed.



Funding into the town through grants won by the BID will stop.



Partnership working to deliver community projects and lobbying in support of businesses in the area will both cease.

This is a sample of the activity which would no longer take place in the BID area. Over £1 million of funding will be lost.

We need your vote to continue delivering for Lanark's businesses and the wider community.



# We asked and you told us

In spring 2023, we circulated a business questionnaire to our member businesses for business owners and local managers to complete on paper or online.

We received 82 completed surveys which represented a response rate of 26%. The responses contained both quantitative and qualitative findings. The information was compiled into a report which, combined with face-to-face feedback from visits to businesses, has formed the basis of this Business Plan.

A Next Steps document was also distributed in summer 2023 by post to continue this dialogue with the business community and receive further feedback.

We have prioritised the issues you have identified as most important to you.

We have also taken on board your feedback that we need to provide a menu of wider services relevant to all businesses, whatever their location or sector.

## Support for the BID

We believe that the consultation and our ongoing discussions with businesses indicate that you see the BID as best placed to deliver the projects you want to see over the next five years.

In the consultation, we asked how supportive you felt about the work of Discover Lanark BID – **over 78% of you said you are supportive.**



## Future priorities

The consultation provided invaluable feedback on the overarching themes and key projects delivered in the BID's first term and highlighted the most important priorities for the future.

There was an especial emphasis on:

- Delivering activities which increase footfall
- Improving the appearance of vacant properties
- Making the town safer
- Promoting all the town's businesses



Businesses were asked to identify their top four priorities across each of five themes with the following results.

### Increasing Footfall

- Summer Trail Event
- Winter Wonderland
- Town Centre Markets
- Themed Events



### Marketing of the Town

- Discover Lanark Social Media
- Discover Lanark Website
- Christmas Marketing Campaign
- Lanark Christmas Town Concept



### A Welcoming, Attractive and Safer Town

- Improve the Appearance of Vacant Properties
- Introduction of CCTV
- Hanging Baskets and Mini Christmas Trees
- Maintain Lanark's Closes



### Support to our Businesses and Organisations

- Business Frontage Improvement Grants
- Promotion of Business Support Initiatives, Grants and Wider Information
- Attract Additional External Funding
- Provide Representation for Lanark at Local and National Level



### Tourism Initiatives

- Great Days Out in Lanark
- Promotion of Lanark's Heritage to a Wider Audience
- Extend Summer Trail / Christmas Town Projects
- Mural / Public Art Trail



In drawing up this Business Plan, the key projects identified in the 'Tourism Initiatives' theme have been incorporated within the 'Marketing of the Town to Locals and Visitors' and the 'A Welcoming, Attractive and Safer Town' themes.

**12  
CLOSES**

MADE SAFER WITH  
NEW LED LIGHTING



**78K  
VISITS**

TO THE **DISCOVER LANARK**  
WEBSITE IN THE **LAST YEAR**

# Increasing Footfall and Spend

by delivering a year-round programme of events that attracts both local people and visitors

The recent consultation undertaken by the BID has highlighted how important a year-round programme of vibrant events driving footfall is to businesses. You identified a summer trail such as Jurassic Lanark as most important to you but there were high levels of support across all of our event related activities.

## Our plans for the next 5 years

- Summer Trail Event such as Jurassic Lanark or based on another popular theme
- Lanark Christmas Event incorporating lighting displays and Santa Saturdays
- Pop-up Markets through the summer and at Christmas
- Themed events such as Lanark Medieval Day and Lanark Car Show
- Promotion of Christmas Late Night Shopping events
- High profile marketing campaign to promote the Council-organised Lanark Christmas Market and Lights Switch On

**5-YEAR INVESTMENT ..... £267,000**



# Marketing of the Town to Locals and Visitors

showcasing our town and its business community



You have said that Discover Lanark's digital and social media platforms are a priority as year-round marketing tools. You also identified seasonal and themed campaigns as of high importance as a means to support and showcase different business sectors.

## Our plans for the next 5 years

- Increase and broaden our Discover Lanark social media activity including our popular Facebook business spotlights
- Use the Discover Lanark website to promote the town and our business community
- Continue delivering key targeted campaigns including Christmas in Lanark
- Promote our tourism businesses via the Great Days Out in Lanark campaign
- Encourage the promotion of Lanark's heritage to wider audiences

**5-YEAR INVESTMENT ..... £78,000**

**25** **MINI BANNERS**  
PROMOTING THE TOWN



# Supporting our Businesses

both new and established, helping them to thrive as part of Lanark's business community



You have identified providing more support to the whole range of businesses in the BID area as a key priority. Continuing to deliver Business Frontage Improvement Grants was the most popular project along with improved communication with the BID to raise awareness of business support initiatives, grants and wider information.

## Our plans for the next 5 years

- Continue the Business Frontage Improvement Grants scheme
- Provide bi-monthly updates to BID businesses by email and on the Discover Lanark website
- Introduce free first aid training
- Introduce a programme of free accredited online training to make staff training more accessible
- Work with key partners to organise job fairs and promote job vacancies in our businesses
- Continue to seek additional external funding to enhance our project delivery
- Collaborate with external partners to deliver joint projects such as regeneration initiatives and active travel projects
- Provide representation for Lanark businesses at national and local level

**5-YEAR INVESTMENT ..... £77,300**

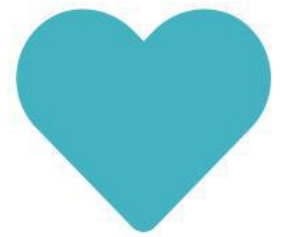


# 7,000

**LOCAL HOUSEHOLDS  
SEE NEWS  
AND BUSINESS  
SPOTLIGHTS VIA  
LANARK PEOPLE  
MAGAZINE**

# A Welcoming, Attractive and Safer Town

that looks and feels appealing to residents and visitors



You have said that you value the work we are already doing to make the town more attractive to visit but that much more needs to be done. You have placed particular emphasis on improving vacant shop units and on delivering a safer town centre.

## Our plans for the next 5 years

- Work with building owners to improve the appearance of vacant properties
- Introduce CCTV in the town centre
- Continue to decorate the town at key times with hanging baskets and mini Christmas trees
- Ensure the maintenance of key areas including Lanark's closes and Wallace House
- Promote the Lanark Community Comfort Scheme
- Build on the Wallace House project to create a mural / public art trail
- Seek external funding to deliver new arrival signs and heritage interpretation

**5-YEAR INVESTMENT .....£98,250**

**120+**  
**MINI CHRISTMAS  
TREES IN WINTER**





# Discover Lanark's

## 5-year budget 2024 – 2029

The table below shows projected BID income and expenditure for the years 2024 – 2029.

INCOME	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
BID Levy	£176,260	£179,785	£183,380	£187,046	£190,785	£917,256
<b>INCOME TOTAL</b>	<b>£176,260</b>	<b>£179,785</b>	<b>£183,380</b>	<b>£187,046</b>	<b>£190,785</b>	<b>£917,256</b>

EXPENDITURE	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
Increasing Footfall and Spend	£51,300	£52,326	£53,372	£54,439	£55,527	£266,964
Marketing of the Town to Locals and Visitors	£15,000	£15,300	£15,606	£15,918	£16,236	£78,060
Supporting our Businesses	£14,380	£14,909	£15,448	£15,997	£16,556	£77,290
A Welcoming, Attractive and Safer Town	£18,880	£19,257	£19,642	£20,034	£20,434	£98,247
Accountancy	£3,124	£3,186	£3,250	£3,315	£3,381	£16,256
Management & Operational Costs	£51,000	£52,020	£53,060	£54,121	£55,204	£265,405
Contingency	£22,576	£22,787	£23,002	£23,222	£23,447	£115,034
<b>EXPENDITURE TOTAL</b>	<b>£176,260</b>	<b>£179,785</b>	<b>£183,380</b>	<b>£187,046</b>	<b>£190,785</b>	<b>£917,256</b>



### Notes

1. Budgets may be transferred between projects due to projects being adapted, altered or postponed as the needs of the business dictate. This will be on the authority of the BID Board (see BID Governance) without resorting to an alteration ballot.
2. The BID levy will be subject to a 2% increase in each of Years, 2, 3, 4 and 5 of the BID term to take some account of inflation.
3. The BID levy collection rate in the BID's first 4 years was 94%. An allowance for this has been made within the contingency along with a further allowance to cover unexpected costs or new opportunities.
4. It is expected that significant additional income will be generated from external funding sources. This has not been included in the income projections as it is not guaranteed.

# BID Levy Arrangements

## How is the BID funded?

Discover Lanark is funded by a levy on all eligible properties within the BID area. This will be supplemented by external funding wherever possible.



## The BID Levy Table

The Discover Lanark Board has decided to retain a banding system based on rateable value in keeping with the BID's first term. Properties with rateable values beneath £2250 will not pay anything. The BID levy will be subject to an increase of 2% in each of Years 2, 3, 4 and 5 of the BID term to take some account of inflation.

Band	Rateable Value	Year 1 Annual Levy	Year 1 Each Week	Year 1 Each Month	No. of Businesses	Total Raised
	£0 - £2,249	<b>Voluntary</b>	Voluntary	Voluntary	N/A	<b>N/A</b>
A	£2,250 - £4,999	<b>£175.00</b>	£3.37	£14.58	98	<b>£17,150</b>
B	£5,000 - £9,999	<b>£290.00</b>	£5.58	£24.17	109	<b>£31,610</b>
C	£10,000 - £19,999	<b>£405.00</b>	£7.79	£33.75	80	<b>£32,400</b>
D	£20,000 - £34,999	<b>£550.00</b>	£10.58	£45.83	30	<b>£16,500</b>
E	£35,000 - £49,999	<b>£700.00</b>	£13.46	£58.33	14	<b>£9,800</b>
F	£50,000 - £79,999	<b>£875.00</b>	£16.83	£72.92	12	<b>£10,500</b>
G	£80,000 - £99,999	<b>£1050.00</b>	£20.19	£87.50	7	<b>£7,350</b>
H	£100,000 - £149,999	<b>£1500.00</b>	£28.85	£125.00	4	<b>£6,000</b>
I	£150,000 - £299,999	<b>£2400.00</b>	£46.15	£200.00	11	<b>£26,400</b>
J	£300,000 - £499,999	<b>£3350.00</b>	£64.42	£279.17	3	<b>£10,050</b>
K	£500,000+	<b>£4250.00</b>	£81.73	£354.17	2	<b>£8,500</b>
						<b>£176,260</b>

### Notes

1. The Discover Lanark Board has adjusted the rateable values of Band A from £2500 - £4999 in the BID's first term to £2250 - £4999 in the BID's second term to take account of the rates revaluation of April 2023.
2. After careful consideration, the Discover Lanark Board has decided to make an increase in the initial annual levy amount in the BID's second term to enable the delivery of the projects and services which businesses have indicated are important to them.

# 2911

**BUSINESS FRONTAGE  
IMPROVEMENT GRANTS  
AWARDED TOTTALLING  
OVER £30,000**

# BID Levy Arrangements

## Who pays the BID levy?

A BID levy is an equitable and fair way of funding additional projects and services, which the local authority and other statutory bodies are not required to provide. There are approximately 370 commercial properties in the BID area which will generate a BID investment levy income of approximately £176,260 in Year 1 and an estimated total levy income of £917,256 over 5 years.

It has been agreed by the BID Board that the levy structure will remain the same banded system based on the rateable value (RV) of the property on the day of the ballot 29/02/2024 and throughout the 5-year term of the BID and: -

- The non-domestic ratepayer will be liable to pay the BID levy for their period of liability within the BID term, whether they are the owner or occupier.
- The non-domestic ratepayer is still liable to pay the BID levy when the property is vacant.
- The BID levy will not change during the term of the BID because of a non-domestic rateable revaluation occurring during the BID term.
- The levy payments are not linked to what businesses actually pay in rates but are based on the rateable value of the property.
- The BID levy should be paid in a single instalment as detailed on the BID levy bill. Payment can be made in up to 10 monthly payments but must be agreed

with South Lanarkshire Council's non-domestic rates team.

- Any new commercial development, subdivision of existing properties or merging of properties or new business with a non-domestic rateable valuation coming into the area during the 5-year term of the business improvement district will be liable for the BID levy.
- The levy will apply to properties with a rateable value of £2,250 and above. Levy bandings will be applied with a maximum banding at £500,000 and above.
- The BID levy will be subject to a 2% increase in each of Years 2, 3, 4 and 5 of the BID term to take some account of inflation.

## Exclusions

The BID Board decided to exclude premises that have a rateable value of less than £2,250. These premises can pay a voluntary levy and become an "associate member" should they wish, details of which are given in the BID Business Plan.

The BID Board decided that there is no benefit from being part of the BID to the following categories of property and they are therefore not included in the ballot and are exempt from paying the levy:

- Places of worship and associated halls
- Sport and community clubs
- Food banks
- Non-retail charities with a rateable value beneath £10,000.

## Collection of the BID levy

South Lanarkshire Council will collect the BID levy on behalf of the BID, as this will be an efficient, safe and cost-effective method of collection. South Lanarkshire Council will lodge the levy within a BID Revenue Account. The BID levy can only be drawn down by the Board of Directors of the BID to allow the delivery of the business plan.

The BID Revenue Account and levy cannot be accessed by South Lanarkshire Council nor can it be used by the Council as an additional source of income.

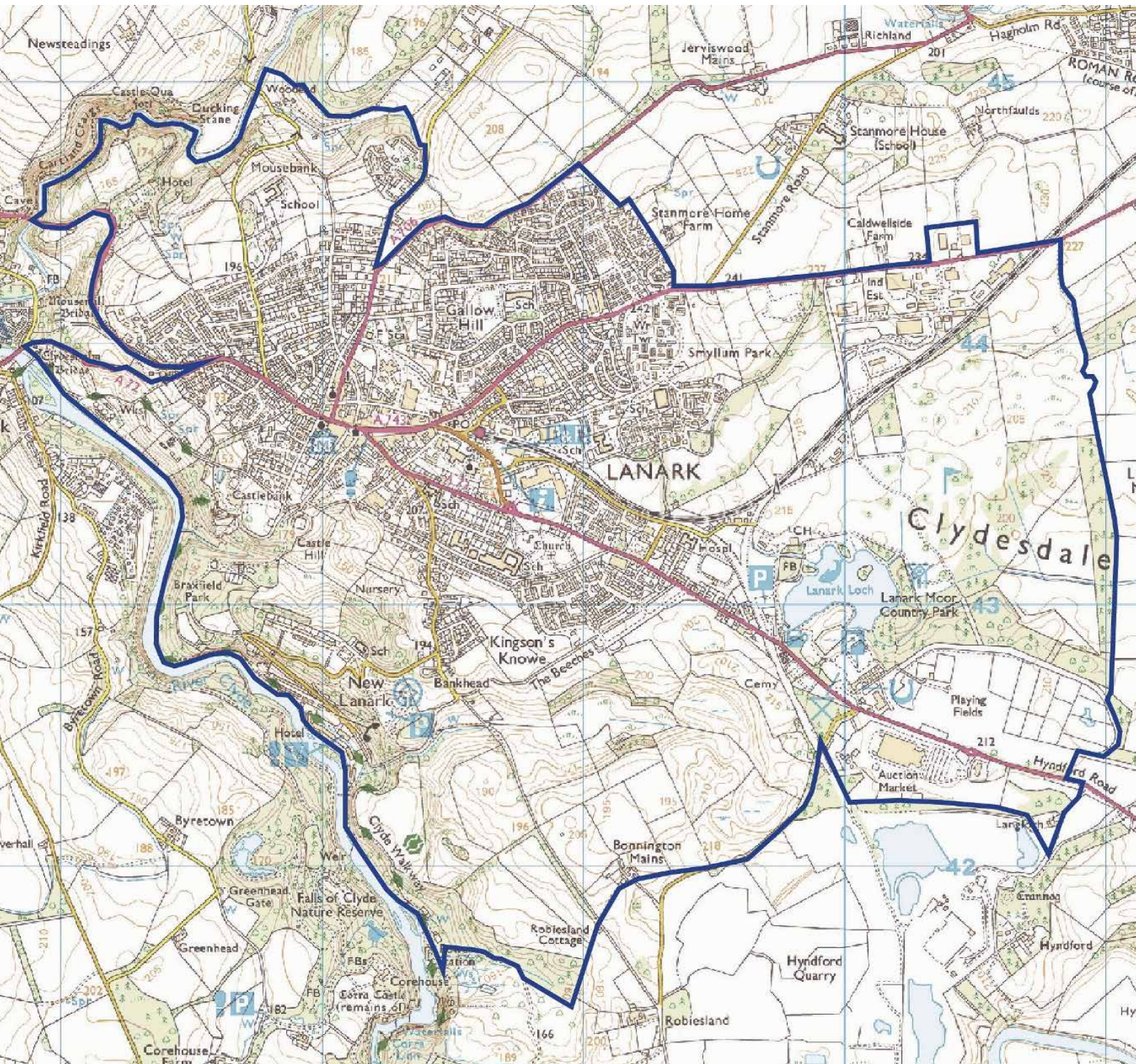
## Enforcement

Where a BID levy is unpaid, South Lanarkshire Council will obtain a summary warrant, adding 10% to the balance due. They will also refer unpaid bills to their debt recovery agents for further action, which may incur further fees to be paid by the BID levy payer.





# The Discover Lanark BID boundary map and street list



- 📍 The BID boundary has remained the same as for Discover Lanark BID's first term.
- 📍 There are currently approximately 370 properties within the boundary which will be eligible to vote.
- 📍 This map shows the BID area and the streets included are listed overleaf.

**Continues overleaf...**



# The Discover Lanark BID

## boundary map and street list

### Continued...

Abbotsford Terrace	County Drive	Howacre	Portland Place	Thomas Taylor Avenue
Albany Drive	Cross Keys Close	Hunter's Close	Potters Wynd	Thomson's Close
Alder Lane	Crosslaw Avenue	Hyndford Place	Quarryknowe	Valley View
Armadale Road	Crosslaw Gardens	Hyndford Road	Renwick Place	Wallace Court
Auctioneers Way	Delves Court	Jerviswood Road	Rhyber Avenue	Wallace Way
Bankhead Terrace	Delves Park	Kairnhill Court	Richie's Close	Waterloo Drive
Bannatyne Street	Delves Road	Kenilworth Road	Ridgepark Drive	Waterloo Road
Battismains	Denniston Place	Kildare Drive	Rosedale Street	Waverley Crescent
Baxter Lane	Double Row	Kildare Place	Rowan View	Weavers Walk
Beechwood Court	Dovecot Lane	Kildare Road	Russell Road	Well Road
Beechwood Gate	East Faulds Road	Kingsmyre	Scarletmuir	Wellgate
Bellefield Crescent	Forrest Road	Kirklands Road	Shields Loan	Wellgatehead
Bellefield Lane	Forsyth Court	Ladyacre Road	Shirley's Close	Wellhead Close
Bellefield Road	Friars Lane	Lake Avenue	Silverdale Court	Wellhead Court
Bellefield Way	Friars Park	Lanark Road	Silverdale Crescent	Wellington Terrace
Bells Wynd	Friars Wynd	Laverockhall	Skye Walk	Wellwood Avenue
Bendigo Place	Friarsdene	Leechford	Smiddy Court	West Faulds Road
Bernards Court	Friarsfield Drive	Limpetlaw	Smyllum Park	Westport
Bernard's Wynd	Friarsfield Road	Lindsay Loan	Smyllum Road	Westcott Place
Bidders Gait	Gallowhill Road	Linthill	South Faulds Road	Westworth Place
Birks Place	Gavel Grove	Lockhart Avenue	South Vennel	Wheatland Drive
Bloomgate	Gavel Lane	Lockhart Drive	Springfield Gardens	Wheatlandside
Bonnet Road	Gilroy Close	Long Row	St Kentigern's Road	Wheatpark Road
Bonnington Avenue	Glasgow Road	Lythgow Way	St Leonard Street	Whitehill Crescent
Braedale Road	Glebe Drive	Mains Court	St Leonard's Road	Whitehill Terrace
Braidfute	Grange Court	Manse Road	St Mary's Court	Whitelees Road
Braxfield Road	Greenlady Walk	Maple Gate	St Mungo	Whites Neuk
Braxfield Row	Greenside Lane	Market Court	St Nicholas Road	Wide Close
Braxfield Terrace	Greyfriars Court	Market End	St Ninians	Willow Place
Brierybank Avenue	Greystone Bauks	Mark Green Place	St Patrick's Court	Woodburn Court
Broomgate	Guschet Place	Marrs Wynd	St Patrick's Road	Woodburn Gait
Bull's Close	Hall Place	McKenzies Close	St Teiling	Woodlands Avenue
Caithness Row	Hardacres	Melvinhall Road	St Vincent Place	Woodlands Drive
Cameronian Court	Hazel Gardens	Mousebank Road	Staikhill	Woodside Lane
Carmichael Court	High Street	Muir Glen	Stanmore Avenue	Woodstock Avenue
Cartland View	Highburgh Avenue	Nemphlathill	Stanmore Crescent	Woodstock Drive
Castlebank Park	Highburgh Court	New Lanark Road	Stanmore Road	Woodstock Road
Castlegate	Hillhouse Farm Gate	Newlands Street	Stuart Drive	Young Road
Chapland Road	Hillhouse Farm Road	North Faulds Road	The Beeches	Yvetot Avenue
Cleghorn Avenue	Home Street	North Vennel	The Butts	
Cleghorn Drive	Honeyman Crescent	Old Market Road	The Glebe	
Cleghorn Road	Hope Street	Park Drive	The Marches	
Clyde Crescent	Hospitland Drive	Park Place	The Rodding	

# Information about the BID ballot



Ballot papers will be posted to the eligible person responsible for casting a vote within their business at least 42 days before the ballot day. In the case of national companies, the responsibility for voting may lie with head office.

Prior to or on the date the ballot papers are issued, the BID Proposer will provide all those eligible to vote in the ballot with a copy of the BID Business Plan.

The BID ballot is a confidential postal ballot conducted by South Lanarkshire Council on behalf of Discover Lanark BID and in accordance with Scottish BID legislation.

Where an eligible property is vacant, the voting papers will be sent to the property owner.

Voting papers will be issued no later than 18/01/2024.

**The last date for all ballot papers to be returned is 5pm on 29/02/2024.** Papers received after this date and time will be deemed null and void and not be counted.

Voting papers are easy to complete, simply place a cross on either “yes” or “no” to the question “are you in favour of a BID?” The ballot paper must then be signed by the person eligible to vote and returned in the pre-paid envelope.

For the ballot to be successful there must be a minimum turnout of 25% (the headcount) by number of eligible persons and by combined rateable value; and of those who turnout, the majority must vote in favour by number and rateable value.

All eligible persons (i.e. those persons liable to pay non-domestic rates) will have one vote or where a person is liable for non-domestic rates for more than one property, that individual shall be eligible to cast more than one vote; however



they will be required to pay the levy for each of the properties that they occupy.

The ballot papers will be counted on 01/03/2024 and the results announced by South Lanarkshire Council within one week.

Following a successful ballot, the BID will commence on 01/09/2024 and will run for a period of five years until 31/08/2029.

**1.3 MILLION**  
REACHED IN OUR  
**JURASSIC LANARK**  
FACEBOOK CAMPAIGNS



# How your BID is managed

Discover Lanark is a not-for-profit private company limited by guarantee (company number SC632897). Following a successful yes vote, the management and operation of the BID will continue under the existing company structure and name (Discover Lanark), which will operate from 01/09/2024.

The Company will continue to be managed by its Board of Directors operating in an open and transparent way and answerable to the businesses in the area. The Directors are committed to the highest standards of management, governance and accountability; recognizing good governance helps deliver the strategic objects of the company.

Discover Lanark reports the results of annual auditing to the Board of Directors and BID levy payers at the Annual General Meeting. The Financial Statements are posted on the Discover Lanark website where they can be viewed by all levy payers. The BID also produces an Annual Review which is made available to all levy payers and is also posted on the website.

There will be a detailed set of protocols (the Operating Agreement) which will cover, as well as other items, the billing, collection and transfer of the levy to the Company.

The Board of Directors may consist of up to 12 directors, of which there are currently 9 in office.

An active campaign will be launched after the successful ballot to recruit additional directors to the Board. Every eligible person that pays the levy will have the opportunity to nominate themselves or someone else from



within the BID area to be elected to the Company Board but limited to one eligible person from each eligible property.

Nominations of directors, representatives, or advisors from outside the BID, who do not pay the levy and who may or may not represent those making voluntary or other financial contributions toward the BID, will be strictly at the discretion of the Board of Directors.

The Company will continue to be run by the businesses for the businesses. This Board will be responsible for all decisions relating to staff, contracts, the delivery of the approved business plan and other activities generated by the BID.

The Board will be representative of the businesses and stakeholders in the area. The Chair and Vice

Chair will be elected from the directors of the Board. The Board will include 2 representatives from South Lanarkshire Council. The Board may invite non-voting representatives from Police Scotland in an advisory capacity. Other non-voting members or local groups may be co-opted onto the Board at the Board's discretion.

The BID Company Board will have the authority to adapt or alter the projects and services from year to year to reflect any change in economic circumstances or any new opportunities that may arise. This will be in the best interests of the levy payers and without recourse to an alteration ballot. A good example of this in the BID's first term was the need to provide a swift response to the COVID-19 pandemic.



## Meet the team

Members of the Board give their time voluntarily and meet on a regular basis to ensure that the BID is delivering its Business Plan efficiently and effectively for BID levy payers.

The current members of the Board are:



**Graeme McLeish**  
R C McLeish  
Insurance  
Consultants (chair)



**Douglas MacMillan**  
Jack's the  
Ironmongers



**Lorraine Dick**  
The Horse & Jockey



**Ian Wilson Leitch**  
Tolbooth SCIO



**Daniel Broadley**  
Tesco



**Lesley Strachan**  
Flowers by Lesley  
Strachan



**David Dalglish**  
Lanark Community  
Development Trust



**Cllr. Catherine  
McClymont**  
South Lanarkshire  
Council



**Cllr. Richard  
Lockhart**  
South Lanarkshire  
Council

Discover Lanark also employs a BID Manager who is responsible for the day-to-day running of the company and the delivery of its projects and services.



**Antonia Pompa**  
BID Manager



## How to get involved

Representatives of levy paying businesses can get involved by joining the Board of Directors and becoming active in leading and overseeing the progress of the BID and its delivery of the Business Plan.

It is best to get in touch with another director or the BID Manager to find out more about what being a member of the board involves.



**Discover  
Lanark**

**VOTE** ✓  
**BID**  
VOTE YES  
FOR LANARK BID

## Contact us

For more information on any aspect of the BID, this Business Plan or the ballot process, please contact:

**Antonia Pompa**  
BID Manager  
Discover Lanark  
5 Wellgate  
Lanark  
ML11 9DS

Phone: **07309 782060**  
Email: [antonia@discoverlanark.co.uk](mailto:antonia@discoverlanark.co.uk)  
Website: [www.lanark.co.uk](http://www.lanark.co.uk)  
Facebook: [Discover Lanark](https://www.facebook.com/DiscoverLanark)

# Report

8

Report to:	<b>Community and Enterprise Resources Committee</b>
Date of Meeting:	<b>7 November 2023</b>
Report by:	<b>Executive Director (Community and Enterprise Resources)</b>

Subject:	<b>Approval of South Lanarkshire Council's Food Service Plan for 2023/2024</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ seek approval for the Food Service Plan 2023/2024 developed for South Lanarkshire Council in accordance with, and as required by, The Food Law Code of Practice (Scotland) 2019, and the draft Administration and Service Planning – Food Law Code of Practice (Scotland) 2020

## 2. Recommendation(s)

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

- (1) that the Food Service Plan for 2023/2024 be approved; and
- (2) that the Food Service Plan continues to be reported to the Committee on an annual basis for approval.

## 3. Background

3.1. Local Authorities have a statutory duty to enforce legislation relating to food. This is achieved by carrying out 'official controls' in food establishments within their area. Official controls comprise of, inspections, audits, monitoring, surveillance, or sampling. The legislation is supported by Codes of Practice issued under Section 40 of the Food Safety Act 1990, Regulation 24 of the Food Hygiene (Scotland) Regulations 2006 and Regulation 6 of the Official Feed and Food Controls (Scotland) Regulations 2009. Food Authorities are required to have regard to these Codes when discharging their duties.

3.2. Statutory obligations in the Food Safety Act 1990 and associated legislation apply to the delivery of official controls by Local Authorities to ensure:-

- ♦ the effectiveness and appropriateness of official controls
- ♦ controls are applied at an appropriate risk-based frequency
- ♦ a sufficient number of suitably qualified and experienced competent staff and adequate facilities and equipment to carry out our duties properly are provided
- ♦ staff are free from conflicts of interest
- ♦ there is access to an adequate laboratory capacity and capability for testing.



3.3. The Food Law Code of Practice (Scotland) 2019 instructs Food Authorities to ensure these statutory obligations are brought to the attention of their local authority officials and or elected member bodies responsible for agreeing budgets or other service arrangements relevant to the delivery of official controls.

3.4. The Food Law Code of Practice (Scotland) 2019 further instructs each Food Authority to complete an annual Service Plan which details the interventions programme for the coming year. They should ensure the programme is adequately resourced, and the overall plan is subject to approval at the appropriate governance level within the local authority.

#### **4. The Food Service Plan 2023/2024**

4.1. A copy of The Food Service Plan for 2023/2024 is included in Appendix 1. A draft copy of The Food Service Plan 2023/2024 was submitted to Food Standards Scotland in July 2023 at their request. No adverse comments were received, however, Food Standards Scotland have requested that a final version be submitted to them upon receiving approval by the Committee.

4.2. The Food Law Code of Practice (Scotland) 2019, and the draft Administration and Service Planning – Food Law Code of Practice (Scotland) 2020 stipulate Food Service Plans should be drawn up, documented and implemented in accordance with the Codes of Practice, and include a template to ensure that all official controls covered by the Codes are included in the plan, whilst allowing scope for locally defined objectives.

4.3. The Food Service Plan should include a statement in relation to the Food Authority's approach or policy on interventions, enforcement and service delivery. It should include the food business establishment profile, the number of interventions programmed, and estimate of the number of revisits to be made and an estimation of the resources required. The Service Plan should incorporate a performance review carried out by the Food Authority at least once a year.

4.4. The Food Service Plan 2023/2024 has been developed in accordance with the requirements of The Food Law Code of Practice (Scotland) 2019, and the draft Administration and Service Planning – Food Law Code of Practice (Scotland) 2020.

4.5. The Food Service Plan 2023/2024 was completed in May 2023, and reflects the staffing resources available at that time. The team successfully recruited Food Safety Officers during the summer of 2023 and from September 2023 the Food and Business Regulation team has operated with a full establishment. The draft report has been updated to reflect the current establishment. It is also confirmed that future updates on the Food Service Plan will be reported on an annual basis to the Community and Enterprise Resources Committee.

#### **5. Employee Implications**

5.1. There are no employee implications associated with this report.

#### **6. Financial Implications**

6.1. There are no financial implications associated with this report.

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

7.1. There are no climate change, sustainability and environmental implications associated with this report.



8. Other Implications

8.1. There are no risk or other implications associated with this report.

**9. Equality Impact Assessment and Consultation Arrangements**

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

9.2. There is no requirement to undertake any consultation in terms of the information contained in this report.

**David Booth**

**Executive Director ( Community and Enterprise Resources)**

9 October 2023

**Link(s) to Council Values/Priorities/Outcomes**

Values

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

Priorities

- ◆ We will work to recover, progress and improve

Outcomes

- ◆ People live the healthiest lives possible

**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:-

Karen Wardrope, Divisional Environmental Health Officer

Tel:- 07585 404775

E-mail:- karen.wardrope@southlanarkshire.gov.uk





South Lanarkshire Council  
Food Service Plan 2023/2024

## **1. Service Aims and Objectives**

### **1.1 Interventions at Food Business Establishments**

The role of Environmental Services is to protect the public health of residents and visitors to South Lanarkshire. Public health can be defined as “the science and art of preventing disease”, prolonging life and improving the quality of life through organised efforts and informed choices of society, organisations, communities and individuals.

In this respect the overall aim of our Food and Business Regulation Team is to ensure the safety, quality and authenticity of food produced and sold by food businesses based in South Lanarkshire.

As a Statutory Food Authority under the Food Safety Act 1990 and Retained Regulation (EU) 2017/625 the steps we will take to achieve our aim include:

- implementing a planned programme of food law inspections of food businesses;
- responding to complaints;
- investigating incidences of food borne illness;
- sampling foods to ensure they are fit for human consumption and meet all quality, compositional, and authenticity requirements; and
- providing advice and guidance to food businesses.

### **1.2 Links to corporate objectives and plans**

The aims and objectives of this Service Plan align with South Lanarkshire Council’s overall Connect Plan 2022-2027 where the Council’s ‘Vision’ is to ‘Improve the lives and prospects of everyone in South Lanarkshire’. One of the Council’s stated priorities is to ‘put people first’, with the outcome we are seeking to deliver in terms of ‘health and wellbeing’ being to ensure that ‘people live the healthiest lives possible’.

Environmental Services will monitor our performance against the overall Council Plan, as well as at Resource/Service level. The measure currently reported by the Food and Business Regulation Team is the % of businesses inspected within South Lanarkshire Council who are broadly compliant with Food Law requirements. The target set for this measure is currently 85% of all businesses inspected.

## 2. Background

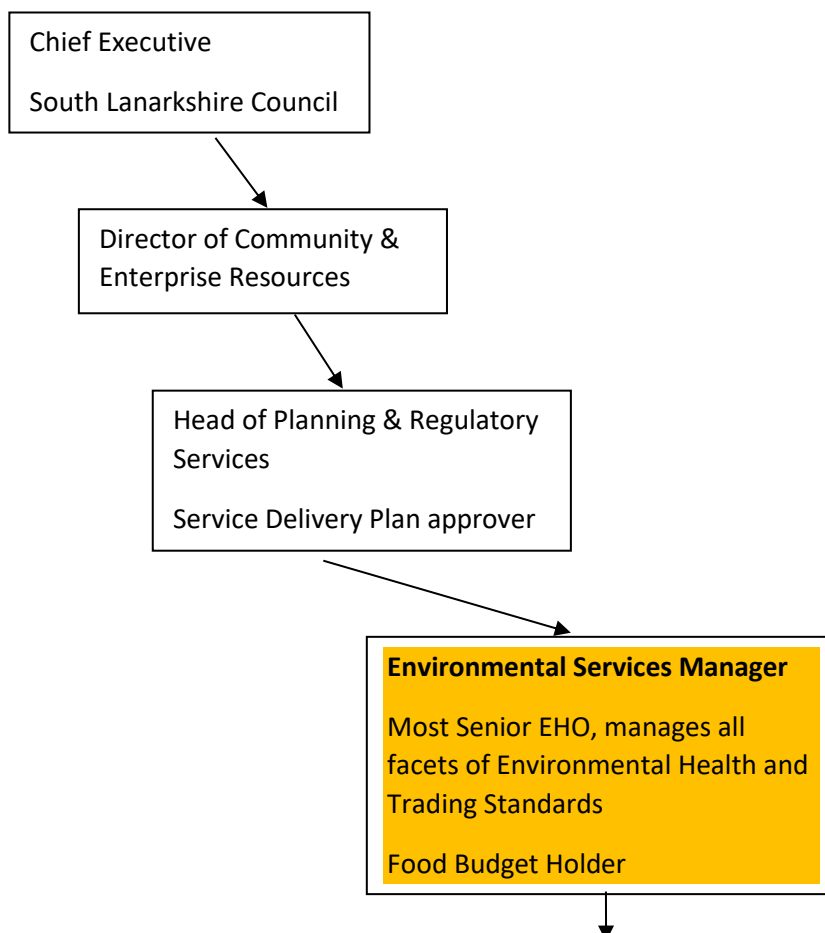
### 2.1 Profile of the Local Authority

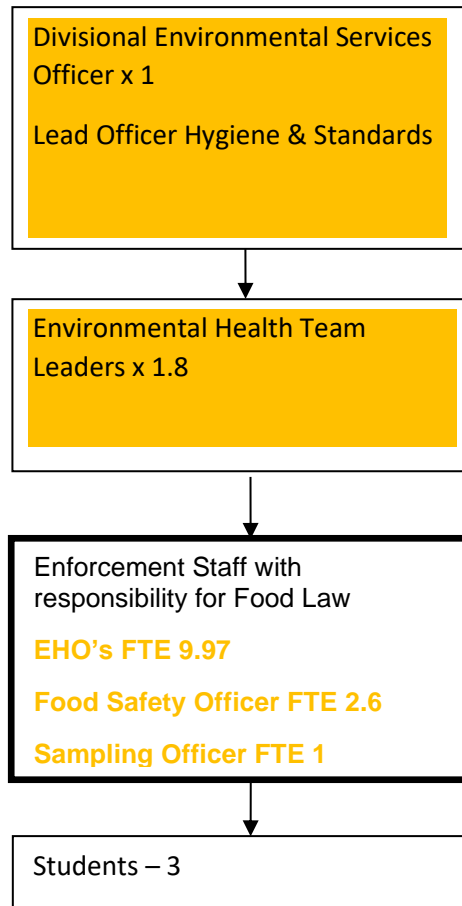
South Lanarkshire has a population of around 316,000 and is one of the largest and most diverse areas in Scotland. The Council covers around 180,000 hectares of land stretching from the outskirts of Glasgow to near the Scottish Borders. The Local Authority area consists of a mix of urban and rural environments, with almost 80% of the area classed as agricultural whilst 70% of the population live in the major urban settlements in the north.

There are four towns in South Lanarkshire with a population of over 20,000 (East Kilbride, Hamilton, Rutherglen and Cambuslang) and a further 23 towns and settlements with a population of more than 1000.

### 2.2 Organisational Structure

The following organisation chart for South Lanarkshire Council shows where our food service sits within the structure of the Council.





Our Laboratory Services are contracted out to Edinburgh Scientific Services, who also provide our appointed Public Analysts and Food Examiners.

### 2.3 Scope of the Food Service

The Food Service within South Lanarkshire Council is provided by the Food and Business Regulation team, led by the Council's appointed Lead Food Officer (Divisional Environmental Health Officer) and assisted by one full time and one part time Team Leaders. The team is one of 4 teams that operate under the direction of the Environmental Services Manager and consists of 8 full time Environmental Health Officers, 3 part time Environmental Health Officers, 2 full time Food safety Officers (designated Technical Officers), 1 part time Food Safety Officer and a full-time sampling officer. The broad areas of responsibility for the team include:

- Food Safety and Food Standards Enforcement;
- Occupational Health and Safety Enforcement;
- Infectious disease investigation; and
- Caravan Site Licensing.

A more detailed list of responsibilities include:

- Carrying out Food Law interventions in food businesses that fall within the remit of the Food Law Rating Scheme;
- Carrying out food hygiene/food standards interventions in food primary production establishments, for example dairy farms and fruit/vegetable producers;
- Approving and carrying out food hygiene and standards interventions in Approved food establishments;
- Carrying out food standards interventions in Food Standards Scotland Approved food establishments;
- Investigating complaints regarding the hygiene of food establishments, for example complaints regarding cleanliness or the way in which food is being handled;
- Investigating food complaints including those relating to: allergen/point of sale and labelling information, chemical/compositional standards and microbiological and foreign body contamination, for example wrong allergy information provided, mouldy food, or hair in food;
- Investigating incidents of potential food fraud/crime;
- Responding to food incidents/withdrawals/recalls;
- Providing advice to food businesses in relation to food hygiene and standards;
- Issuing export health certificates and attestations;
- Providing Section 50 certificates to food businesses who wish to be granted a licence to sell alcohol;
- Providing certificates of compliance to street traders who require a licence to trade;
- Sampling foods to ensure they are fit for human consumption and meet all quality, compositional, and authenticity requirements and investigating sample failures, such as the presence of food poisoning organisms in food, or excessive levels of additives including colours in foods;
- Investigating incidences of foodborne illness, for example E. coli or Salmonella;
- Issuing venison dealers licences;
- Responding to complaints regarding commercial waste/odours;
- Responding to building control and general licensing consultations, for example occasional licences for the sale of alcohol, or late hours catering licences;
- Responding to consultations and carrying out inspections to premises who require to be licensed under the Civic Government (Scotland) Act 1982, eg, tattooists, skin piercers and sunbed establishments. In addition South Lanarkshire Council now licence swimming pools, soft play centres and trampoline parks. We inspect and consult on the licencing of these establishments, as well as on other public entertainment events such as fireworks displays;
- Issuing caravan site licences for residential and holiday/tourer sites;
- Carrying out inspections of premises to ensure compliance with the Health and Safety at Work, etc Act 1974;
- Investigation of workplace accidents, for example slips, trips and falls, or falls from height;

- Investigating health and safety related complaints, such as lack of welfare facilities or excessive workplace temperatures; and
- Providing advice to businesses on health and safety requirements.

## 2.4 Demands on Food Service

The profile of food businesses within South Lanarkshire, as found on our food premises database at May 2023, consists of 3048 \*registered and 28 \*approved premises.

\*All food business operators require to register their establishment with the relevant Local Authority before food operations commence under Retained Regulation (EC) 852/2004, however a small number of businesses handling products of animal origin and supplying these to other businesses require instead to apply and be granted approval from the Local Authority before commencing operations under Retained Regulation (EC) 853/2004. A unique reference number will be allocated by the Local Authority to each establishment that is granted approval.

The profile of food businesses in South Lanarkshire can be further broken down as follows:

### Approved Premises:

Dairy Products Establishments:	8
Meat Products Establishments:	5
Fishery Products Establishments:	2 (1 premises also approved for meat products)
Live Bivalve Molluscs Establishments:	1 (also approved for fishery products)
Meat Preparations Establishments:	2
Stand Alone Cold Stores:	6
Egg Packers:	4

### Registered Premises:

South Lanarkshire Council is home to 56 non approved manufacturers including; both large and small bakery/confectionery manufacturers; bottling plants and small distillers of alcohol; sandwich manufacturers; soft drinks manufacturers; a producer of bottled water, and in addition a natural mineral water producer. In addition we have producers of salt or smoked salt based products, a honey manufacturer and 2 non approved dairy products premises.



The breakdown of non-manufacturing registered food businesses, excluding primary producers and Food Standards Scotland Approved Premises is set out in the following table:

<b>Premises Type</b>	<b>Number of premises</b>
Restaurant/Café/Snack bar/Canteen	454
Takeaway	315
Pubs Providing Food	58
Pubs not serving Food	105
School kitchens	149
Domestic premises/food business	278
Childminders	110
Childcare Premises	129
Homes/Institutional Kitchens	107
Mobile vehicles – catering	87
Other Caterers	348
Butcher	40
Baker	44
Fishmonger	10
Supermarket	85
Newsagent/General Store	176
Mobile Vehicles – retail	37
Chemists/Pharmacies	82
Off Licences	28
Other Retailers	222
Distribution/warehousing	33

#### Primary Producers/Dairy Farms

South Lanarkshire Council has 80 dairy farms, one of which produces milk for the production of unpasteurised dairy products. We also have 6 additional registered primary producers, two game dealers, one deer larder, one fruit/vegetable packer and two egg producers.

#### Food Standards Scotland (FSS) Approved Premises

South Lanarkshire Council register and inspect 7 premises for food standards, with the hygiene interventions in such premises being undertaken by FSS.

#### Export Health Certificates/Attestations

South Lanarkshire Council provide Export Health certificates and premises endorsements to food businesses who require these in order to export the food products they manufacture to third countries. During 22/23 we issued export health certificates to 4 businesses within South Lanarkshire, and premises endorsements to one other business. 2 of these businesses were exporting fishery products, 2 were exporting bakery products/confectionary, and the other a low salt product. We have issued an average of 200 export health certificates/premises endorsements a year for the past three years, however only issued 114 during 22/23. This is due to the fact that a large fishery products manufacturer and exporter, previously trading in South Lanarkshire, closed in the early part of 22/23. As such it is expected that we will issue a smaller number of export certificates again in 23/24.

South Lanarkshire Council is the location of one of three Approved Stand Alone Cold Stores in Scotland that operate as export hubs to allow food businesses to export fishery products to the EU. Food businesses wishing to export their products via this and other hubs require attestations from their local Environmental Health Officer in order to facilitate signing of the certificates at the hubs by veterinarians. South Lanarkshire have one fishery products manufacturers who require these attestations every 6 months to allow them to export their products to the EU via the hubs. The food and business regulation team provide these certificates to this food businesses twice a year as and when required.

Environmental Services operate from a single location, based in Hamilton. Our offices are open to the public from 8.45am until 4.45pm Monday to Thursday and 8.45am until 4.15pm on a Friday. Staff within Environmental Services Food and Business Regulation Team work within flexitime bands, with the normal bandwidth for flexible working being between 8am and 7pm. Out with these hours of work additional flexitime, toil or overtime is available to officers when agreed by their line manager, and in the case of paid overtime in addition to this by their Head of Service and the Head of Personnel Services. Environmental Services have an out of hours contact number for emergencies that arise out with our normal service delivery times.

## 2.5 Enforcement Policy

The Food and Business Regulation Team refer to and implement South Lanarkshire Council's 'Environmental Services Enforcement Policy', when conducting our statutory functions in respect of food law enforcement. The current version of this policy was published on South Lanarkshire Council's website in 2016 and the link can be found here:

[https://www.southlanarkshire.gov.uk/downloads/download/251/environmental\\_services\\_enforcement\\_policy\\_and\\_guidance](https://www.southlanarkshire.gov.uk/downloads/download/251/environmental_services_enforcement_policy_and_guidance)

We seek to adopt a graduated approach to enforcement as set out in the above Enforcement Policy, whilst aligning with Food Standards Scotland's Strategic aim of ensuring responsible businesses flourish, and the Scottish Government's approach to better regulation as set out in the Scottish Regulators' Strategic Code of Practice. Enforcement action will be reserved for incidences where the seriousness of a situation warrants such action, or in cases where adopting a graduated approach to enforcement has been unsuccessful.

### **3. Service Delivery**

#### **3.1 Interventions at Food Business Establishments**

##### **Background**

In April 2020 at the start of the Covid-19 pandemic Local Authorities were granted a relaxation, as set out in enforcement letter FSS/ENF/20/006 issued by Food Standards Scotland, allowing them to deviate from the above Food Law Codes of Practice. This relaxation was initially granted for a period of 4 months but was subsequently amended and extended until August 2021. The effect of this was that the majority of routine food law inspections ceased between the end of March 2020 and the start of September 2021 to allow Local Authorities to undertake wider public health duties related to Covid-19, with the exception of the highest risk premises and approved premises, where remote interventions were conducted. At the time this relaxation was granted South Lanarkshire Council, along with many other Local Authorities, were in the process of gradually transferring food businesses from older separate food hygiene and food standards rating schemes, specified in the Food Law Code of Practice (Scotland) 2019, Annex 5 to a single and combined food law rating scheme set out in the Interventions Food Law Code of Practice (Scotland) 2019. During the pandemic Food Standards Scotland tabled a paper which examined approaches that may be undertaken by Local Authorities in order to address the impact of the Covid-19 pandemic on the food intervention programme. A decision was taken and guidance subsequently issued to Local Authorities to conduct a desktop transfer which effectively saw all food business establishments with the exception of approved premises and primary producers transferred onto the new combined food law rating scheme. Following this transfer local authorities were tasked with creating a new and revised intervention programme which incorporated the entire complement of food establishments within the Local Authority area. Proposed intervention frequencies were outlined allowing Local Authorities extra time to conduct interventions in lower risk food establishments, whilst focussing resources initially on those higher risk premises. Ahead of the restart of official control interventions in all food establishments, on 1<sup>st</sup> September 2021, South Lanarkshire Council completed this desktop transfer exercise and produced a revised intervention programme based around the timescales outlined in Food Standards Scotland's (FSS's)

'Local Authority Recovery Project' document, 16<sup>th</sup> October 2020. The first 6 months of this programme focussed on conducting interventions in the highest risk food establishments, including those previously 'unrated', ie – businesses who had registered with South Lanarkshire Council but had yet to receive their first food law intervention, and in around half of our Approved establishments. The following 12 months focussed on completing inspections of all our approved establishments, continuing to focus on the highest risk food establishments, including higher risk 'unrated' food businesses, whilst bringing in some of the medium risk premises. At the time of the restart a breakdown of the number of premises within South Lanarkshire Council requiring inspection, and the time within which they required to be inspected over the next 4 years in order to meet the timescales outlined in FSS's recovery project was as follows:

<u>Timescale for 1<sup>st</sup> Inspection</u>	<u>Number of Establishments</u>
Within 3 months:	2
Within 6 months:	182
Within 12 months:	25
Within 18 months:	607
Within 24 months:	573
Within 36 months:	482
Within 48 months:	420
<b>Total:</b>	<b>2291</b>

The above was not inclusive of the approximately 400 unrated premises on the premises database at that point in time.

It also did not include the 119 approved premises and primary production premises on the database at that time.

#### Interventions Due in 2023/2024

The Food & Business Regulation team will select and prioritise interventions at food business establishments primarily based on frequencies outlined in the Interventions Food Law Code of Practice (Scotland) 2019. For approved and primary production establishments intervention frequencies will be based on those outlined in the Food Law Code of Practice (Scotland) 2019, Annex 5, although intervention frequencies in such premises are currently under review. New food businesses who register with South Lanarkshire Council will be inspected and prioritised on a 'risk based' basis taking account of groups set out in the Interventions Food Law Code of Practice (Scotland) 2019 with Group 1 & 2 premises being

prioritised, but also on the basis of risk associated with that premises type. For example caterers handing raw and ready to eat foods will be prioritised over caterers providing low risk foods, or where the risk of cross contamination is negligible. We aim to inspect all high risk unrated premises within 3 months of them registering with South Lanarkshire Council. In the event that we are unable to complete all interventions planned for the year due to the increase in numbers of interventions due annually as a result of the move to the 'Food Law Rating Scheme', sickness absence or due to dealing with a serious incident, high risk unrated food establishments will be prioritised over lower risk planned interventions. We will also seek, during 2023/2024 to incorporate Group 2B businesses not yet inspected due to previous high standard of compliance, but who serve vulnerable populations, such as care homes for the elderly and pre-school nurseries into our inspection programme.

Currently, planned/recovery inspections due in 23/24 including a breakdown of groups and bands are as follows:

<b>Group</b>	<b>Band</b>	<b>Number or Premises to be Inspected in 23/24</b>
Group 1	A	8
	B	15
	C	33
	D	4
	E	0
Group 2	A	0
	B	650
	C	512
	D	78
	E	0
Group 3	A	0
	B	2
	C	88
	D	0
	E	0

The above planned/recovery visits will make up a large proportion of the interventions being conducted in 23/24, with the remainder being made up of interventions in approved premises, high risk premises inspections generated further to inspections carried out during 23/24, and unrated premises. Intervention lists are generated on a monthly basis to allow for high-risk unrated premises to be incorporated as and when required, while at the same time affording an opportunity to bring forward establishments programmed later in the recovery plan where resources allow. Unrated premises will be given a nominal date of 1/1/26 to allow them to be located easily and prioritised monthly, based initially on risk and thereafter on the date they first registered with the Council, with those who registered first being prioritised and inspected first. The average number of revisits expected to be

conducted in 23/24 will be around 90-100, based on the number carried out in the first full year of implementing the Food Law Rating Scheme.

South Lanarkshire Council currently employ 11.2 full-time equivalent (FTE) Environmental Health/Food Safety Officer's to conduct food law tasks including interventions, revisits, complaint investigations and other food law service demands. In addition to this we also employ a food sampling officer equating to an additional 0.6 FTE.

Officer's conducting interventions undertake a minimum of 10 hours CPD per annum and in the past 2/3 years all but two officer's within the Food and Business Regulation team have completed Official Control Verification (OCV) training provided by Food Standards Scotland. In addition 7 Officers have successfully completed Level 4 HACCP training, and training is also sought and provided for officers required to inspect specialised processes. We currently have 3 officer's with specialist training in cheesemaking and a further 3 who recently attended specialist training on Bivalve Shellfish Hygiene and Verification Course.

### 3.2 Food Complaints

South Lanarkshire Council will investigate food complaints taking action proportionate to risk whilst following our 'Food Safety Enforcement & Inspection Guidelines'. We aim to respond to all food complaints within 2 working days. On average the Food & Business regulation team receive and respond to around 88 food complaints a year relating to; foreign body contamination of foods; microbiological and chemical contamination of foods, and; complaints relating to labelling, allergens and point of sale information. Complaints received during 2022 included an alleged fly in a cake, maggots in a milkshake and slug detritus in a bottle of milk. A further 88 complaints a year relating to the hygiene of premises are also received and responded to by officers of the Council's Food & Business regulation team. Complaints are responded to utilising existing resources.

Service Demand Type	2019 Figure	2020 Figure	2021 Figure	2022 Figure	Estimate of numbers expected per annum based on average in previous years
Food Hygiene complaints	101	83	77	92	88
Food complaints incorporating allergens/POS, labelling, chemical/composition, micro and foreign body	98	82	101	70	88

### 3.3 Home Authority, Originating Authority, and Primary Authority

South Lanarkshire Council recognise and support the Home Authority principle (whereby the Local Authority where the relevant decision making base of a business is located agrees to provides advice, guidance, and where required liaison between the business and other Local Authorities for consistency of enforcement), and will have regard to any information and advice received from Home and/or Originating Authorities. Whilst no formal Home Authority agreement exists in relation to food businesses within South Lanarkshire we are the Originating Authority for a number of large manufacturer's. As the Originating Authority we will provide advice to these businesses on legal compliance where required.

In addition, we will liaise with the Home and/or Originating Authorities of multi-site businesses following interventions, on receipt of complaints or in the event of sample failures where issues noted are or may be associated with the business's centrally defined policies and procedures. In all cases we will seek to notify that authority of the outcome of our investigations.

Primary Authorities are relevant only in England and Wales, however where such partnerships have been established in respect of multi-site businesses the Home Authority principle will continue to be applied by South Lanarkshire Council.

### 3.4 Advice to Businesses

The Food & Business Regulation team, as part of our graduated approach to enforcement, provide advice to businesses as required at all routine interventions. From time to time, for example following the introduction of new legislation proactive communications will be send out to relevant sectors. Relevant reference materials will be provided to businesses where required, in particular where new businesses seek advice prior to opening. Links will be provided to online reference materials such as 'Cooksafe', MyHACCP and free allergen training, and visits prior to opening may be conducted where necessary. The provision of all such advice benefits the business by assisting them to comply, and the Local Authority by potentially averting time-consuming enforcement action, which could have been avoided by the provision of advice at the outset. In addition, consumers will benefit from businesses who have a greater knowledge of food safety requirements, and who in turn produce safer food as a result.

An estimate of the number of requests for advice the team can expect to receive and respond to on a reactive basis during 23/24 can be gleaned from looking at the number of requests submitted in previous years:

Service Demand Type	2019 Figure	2020 Figure	2021 Figure	2022 Figure	Estimate of numbers expected per annum based on average in previous years
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Food Hygiene Advice	152	120	140	118	133
Food Standards Advice	86	112	171	126	124

On average South Lanarkshire Council receive around 133 requests for food hygiene advice each year, with a further 124 requests for advice being received in relation to food standards. We aim to respond to all requests for advice within 2 working days. Requests are responded to utilising existing resources.

### 3.5 Food Sampling

South Lanarkshire Council undertakes food sampling in accordance with current approved codes of practice, regulations, and guidance. Our food sampling policy is published on the Council's website, and a sampling programme detailing an estimate of the number of samples to be taken is produced annually. The programme is discussed with the Council's Public Analyst and is informed by guidance from Food Standards Scotland (FSS) and the Scottish Food Enforcement Liaison Committee (SFELC), who produce an annual report detailing suggested National sampling priorities.

As well as the published national priorities the Council prioritises our own routine sampling based on three broad categories:

**Priority 1 – Samples required to meet statutory obligations:** including complaint samples or samples that require to be taken to investigate food related outbreaks and incidents.

**Priority 2 – Samples required for effective food safety enforcement:** including microbiological samples taken from high risk premises, and chemical samples from producers, packers or importers sending food outwith South Lanarkshire Council

**Priority 3 – Samples which give added value or which support local initiatives and projects:** including surveys and sampling to support local initiatives.

When undertaking sampling on the basis of the above priorities, where possible we will always seek to integrate national priorities into our sampling activity. This is achieved by collecting the types of products outlined in FSS's list of National Priorities when we sample from our high risk premises and local manufacturers. The frequency of sampling of individual food businesses based in South Lanarkshire is determined by employing a rating scheme which takes into account a business's food law/food hygiene risk rating and combines this with the type of operations they carry out. The rating scheme is designed to ensure that businesses such as approved premises (not egg packers or cold stores/re-wrapping establishments) and manufacturers of high risk foods within South Lanarkshire Council are sampled more frequently than local lower risk establishments. The most recent sampling programme drawn up for 2022/23 set an annual target of 448 routine samples per annum, to be procured by the Council's food sampling officer. Complaint/Incident related samples are taken in addition to this routine sampling and in the event of large scale

incidents these samples will take priority over routine sampling activities. The Food & Business regulation team aim to take part in Food Standard's Scotland and West of Scotland Food Liaison group surveys wherever possible, and where resources allow.

South Lanarkshire Council have appointed Edinburgh Scientific Services, who are a designated 'Official Control Laboratory', to provide Public Analyst and Food Examiner services. The contract for such services was awarded in 2021 for 4 years, with the option to extend it for a further year to June 2026.

Routine sampling is carried out by a sampling officer employed by the Council to conduct sampling 3 days per week. Complaint and incident related samples will be procured and submitted by all suitably Authorised Officers of the Service, as and when sampling is deemed necessary to investigate potential contraventions of food law.

### 3.6 Control and Investigation of Outbreaks and Food Related Infectious Disease

South Lanarkshire Council investigate food poisoning notifications in line with a 'Policy for the routine investigation of foodborne infections' developed and agreed with NHS Lanarkshire and North Lanarkshire Council in May 2018. An appendix contained within this policy details the types of cases that require epidemiological investigation. These include bacteria, viruses, and parasites, such as E coli 0157 and other Shiga toxin-producing E coli (STEC), Salmonella species, Clostridium perfringens, Clostridium botulinum, Shigella species, Staphylococcus aureus, Bacillus cereus, Vibrio cholera, Hepatitis A, Giardia and Cryptosporidiosis; and in addition, toxic forms of foodborne disease including scombroid. Surveillance of Campylobacter (the bacteria which results in the highest number of cases of reported foodborne infection year on year) is conducted, however epidemiological interviews are only undertaken where a case originates from a suspected outbreak.

Health Protection Scotland (HPS) publish data on a 5 yearly basis on the incidence rate per 100,000 population of many of these organisms per health board area. The most recent report from 2017-2021 showed that Lanarkshire was above the Scotland wide average for cases of Campylobacter, and for Salmonella from 2017-2020; however, we were slightly below average for cases of Salmonella reported in 2021. For all other bacteria, viruses and parasites reported on, including E coli 0157, STEC, Cryptosporidium and norovirus Lanarkshire was below the Scottish national average. The following table details the number of notifications received by South Lanarkshire Council from 2019-2022. The number of notifications received reduced significantly during the Covid pandemic in 2020 and 2021, however in an average year the number of notifications received would be

expected to be in the region of 109 notifications per annum, all of which are investigated by the Food & Business regulation team using existing resources.

Service Demand Type	2019 Figure	2020 Figure	2021 Figure	2022 Figure	Estimate of numbers expected per annum based on previous years
Infection Disease Notifications	132	36	50	85	109

South Lanarkshire Council prioritise the investigation of outbreaks as and when we become aware of them, or when they are notified to us. Outbreak investigations are conducted in accordance with the 'Public Health Incident Plan' developed by NHS Lanarkshire to deal with such incidents. South Lanarkshire Council have in addition worked in partnership with NHS Lanarkshire and North Lanarkshire Council to produce a Joint Health Protection Plan for the Lanarkshire area. This is an important document which acts as a reference point for assisting in the investigation and control of public health outbreaks and incidents.

### 3.7 Food Law Incidents

South Lanarkshire Council will respond to food law incidents and food alerts in accordance with the processes outlined in Section 2 of the Food Law Code of Practice Scotland 2019. This includes categorising incidents and notifying FSS and other relevant agencies of all serious localised and non-localised hazardous incidents by the quickest available means. In practice this will take the form of an initial telephone call followed up by submission of an incident report form and subsequently updating any information or actions required on FSS's incident database 'CLIO'. All incidents will be investigated as a matter of priority.

Out of hours contact details for South Lanarkshire Council's Environmental Services Team have been provided to FSS.

In relation to food alerts, again these will be responded to in accordance with the Food Law Code of Practice Scotland 2019, with food alerts for action being responded to and actioned without undue delay. Product recall information notices and allergy alerts are logged and circulated to all officer's within the Food & Business regulation team for information and awareness purposes.

Only two food alerts for action have been issued by FSS since 2018 therefore demand for such actions is not expected to be high. In respect of incidents/withdrawals/recalls South Lanarkshire Council estimate that we may be involved in 3-4 incidents per annum, that each take around 2 days of officer time. This estimate does not include serious incidents, major investigations or reports to the procurator fiscal as these events can involve a number of officers, can run for months or years and are therefore not able to be accurately quantified.

### 3.8 Liaison with Other Organisations

To facilitate efficient, effective and consistent enforcement with neighbouring Local Authorities, South Lanarkshire Council attend and participate in the West of Scotland Food Liaison Group (WSFLG). South Lanarkshire Council currently chair this group which includes representatives from a total of 13 Local Authorities based in the southwest of Scotland, a Public Analyst representing Glasgow Scientific Services, and representatives from Food Standards Scotland. The group provides a forum for the discussion of relevant topics, sharing best practice guidance, initiating surveys or projects and co-ordinating specific investigations. This local liaison group, along with other similar groups in the North, East and in Lothian & Borders support the work of the national Scottish Food Enforcement Liaison Committee (SFELC). The Scottish Food Enforcement Liaison Committee supports the work of FSS by providing information and expert advice in relation to food law enforcement. SFELC contributes to the development and implementation of FSS strategies and policies. As the chair of the WSFLG South Lanarkshire Council are represented on SFELC. We chair one of the SFELC working groups on Specialist Cheese and recently chaired a sub group of a SFELC working group looking at Local Authority Food Law recovery, following the easing of restrictions during the pandemic. More recently we have been involved in a working group chaired by Food Standards Scotland looking at the future of interventions at dairy farms.

South Lanarkshire Council liaise with NHS Lanarkshire and North Lanarkshire Council and have produced a Joint Health Protection Plan for the Lanarkshire area (2013-2015), as well as agreeing procedures to be followed in the investigation of infectious diseases and in the investigation and control of public health outbreaks and incidents. We are represented on Lanarkshire's Healthy Weight Subgroup where we liaise with colleagues in NHS Lanarkshire's public health team. We are also represented on the Scottish Health Protection Network (SHPN) STEC subgroup, which consists of members including Health Protection Scotland, the Scottish E.coli Reference laboratory, Consultants in Public Health Medicine from health boards, Food Standards Scotland, the Health and Safety Executive, Microbiologists from diagnostic laboratories and Scottish Government health protection colleagues. This group is tasked with overseeing the completion of outstanding recommendations contained in Scotland's VTEC/E coli 0157 action plan. In addition we liaise with our own Public Analyst, Edinburgh Scientific Services regarding our annual sampling programme, and with Food Standards Scotland in relation to the sampling of bottled water and other routine sampling surveys.

Internally the Food & Business regulation team review applications and consult with planning and building standards on the structural requirements required to meet Food Law requirements for new food businesses. We consult with our Licensing colleagues in relation to issuing certificates of compliance to street traders and Section 50 food hygiene

certificates to persons submitting applications for a premises licence under the Licensing (Scotland) Act 2005. We also consult with licensing in respect of small-scale local events where food may be provided and are represented on the Council's Safety Advisory Group (SAG) which coordinates and considers larger scale event applications to South Lanarkshire Council. Larger events in 2022 included a music festival and a fireworks event. All liaison is conducted using existing resources.

### 3.9 Food Law promotional work, and other non-Official Controls interventions

South Lanarkshire Council have for some years now utilised the option in the Food Law Code of Practice (Scotland) 2019 to alternate between Official Control and non-Official Control interventions for primary production establishments D rated in accordance with Annex 5 of the Code, specifically in relation to food hygiene interventions conducted at dairy farms. Due to the low risk nature of these activities versus the higher risk recovery visits planned for 2023/24 these establishments will not feature in our interventions programme this year. South Lanarkshire Council are however represented on a working group chaired by Food Standards Scotland looking at the future of interventions at dairy farms and are previously piloted remote interventions in such establishments as part of this project.

Officer's within Food & Business regulation will continue during 2023/24 to offer advice to new and existing food business operators in response to enquiries and during routine interactions. We use, promote and provide copies of Cooksafe as well as directing businesses to other online resources, including free allergen training, as and when required. In addition advice is provided to all low risk food businesses who register with us but who will not receive a proactive intervention as set out in the Interventions Food Law Code of Practice (Scotland) 2019. In particular this information contains advice on the requirements for allergens to specifically target businesses producing low risk foods based from a domestic dwelling.

South Lanarkshire Council will continue to support and promote Food Standards Scotland's 'Eatsafe' Award Scheme. Currently 142 food business establishments hold this award within South Lanarkshire, many of which are schools. All non-official control activities will be undertaken using existing resources.

### 3.10 Food Crime and Fraudulent activities

Food fraud and/or food crime is defined in the Food Law Code of Practice (Scotland) 2019 as 'serious dishonesty that impacts detrimentally on either the safety or the authenticity of

food'. Where food fraud and/or food crime is detected by officers of South Lanarkshire Council in the course of our duties our policy as set out in the Code is that we will contact Food Standard's Scotland's 'Scottish Food Crime and Incidents Unit' at the earliest opportunity in order that where necessary a joint investigation can be instigated. In addition, where officers of South Lanarkshire Council obtain or gather evidence that may be used to support wider investigations relating to food fraud and/or food crime we will report this information via the shared intelligence database known as 'CLUE'. It is difficult to estimate the resources required to deal with food crime, however where a serious risk to public health exists any such situation will be awarded the highest priority utilising all available resources.

#### **4. Finance and Staffing**

##### **4.1 Financial Allocation**

Environmental Services does not have a separate cost centre for the 3 sections which operate within Environmental Health. The budget allocation for the Food and Business Regulation team has not been reduced in recent years.

In relation to the establishment, the number posts in the Food and Business Regulation team remained constant since 2018/19 until it was slightly increased from September 2023 by 0.27FTE. The increase was due to a transfer of resource from the Public Health & Housing team.

##### **4.2 Staffing Allocation**

South Lanarkshire Council's Food & Business regulation team carries out functions including food safety, occupational health and safety, infectious disease investigations and caravan site licensing. Approximately 87% of officer time is currently spent on our food safety function. The team is overseen by the Environmental Services Manager who is the budget holder and is a qualified Environmental Health Officer (EHO). The day-to-day management of the team is the responsibility of a Divisional Environmental Health Officer who is also the Lead Food Officer, and who is assisted by 1.8 Environmental Health Team Leaders, all of whom are fully qualified EHO's. The team currently have an establishment of 13.57 full time equivalent (FTE) front line Environmental Health Officers/Food Safety Officers/Technical Assistants (sampling officers) to carry out tasks including food safety tasks required by the Food Law Code of Practice (Scotland) 2019. We had one EHO vacancy equating to approximately 0.35 of a post at the start of 2023/24. This was filled in September 2023; including an additional 0.27 FTE posts being added to the establishment at that time. The

breakdown of FTE posts in terms of the number of staff working on the delivery of food Official and Non-Official controls and including vacant posts is as follows:

Job Title	Qualification	Authorisation Level	FTE allocated to Food Law Code of Practice Tasks
Environmental Services Manager	Fully qualified EHO with over 2 years experience	Fully authorised to conduct all Food Law Code of Practice Tasks	0.2
Divisional Environmental Health Officer (Lead Food Officer)	Fully qualified EHO with over 2 years experience	Fully authorised to conduct all Food Law Code of Practice Tasks	0.8
Environmental Health Team Leaders x 2 (1 full time and 1 part time)	Fully qualified EHO's with over 2 years experience	Fully authorised to conduct all Food Law Code of Practice Tasks	1.35
Environmental Health Officers (8 full time and 3 part time)	All fully qualified EHO's. One full time officer has less than 2 years experience.	Fully authorised to conduct all Food Law Code of Practice Tasks. Officer with less than 2 years experience will not inspect complex processes or issue RAN's or HEPN's	8.7
Food Safety Officer x3 (2 full time and 1 part time)	Fully qualified Holders of the Higher Certificate in Food Hygiene and Food Standards Inspection with over 2 years experience	Authorised to conduct all Official Controls with the exception of the seizure and detention of food	2.47
Technical Assistant (Sampling Officer) x 1	Student FSO, no Food Law Code of Practice Official Control qualifications held	Authorised to conduct Non-Official Controls <u>only</u> under the supervision of Fully Authorised EHO's/FSO's	0.6



#### 4.3 Staff Development Plan

All staff within South Lanarkshire Council undergo an annual Performance Appraisal, which as well as assessing performance during the previous year also assesses future training needs. Environmental Services produce an annual learning and development priorities matrix which details training which the Service will seek to provide to staff each year. For Food & Business Regulation staff this includes standing items such as 10 hours of Food safety related CPD, Level 4 HACCP and OCV training. Other new and/or emerging issues are added as required, along with any sector specific training in complex processes. Training is identified annually and if this cannot be conducted in house external training will be sought.

All officer's conducting Official control interventions undertake a minimum of 10 hours CPD per annum and in the past 2-3 years all but two officers within the Food and Business Regulation team have completed Official Control Verification (OCV) training provided by Food Standards Scotland. In addition, 7 Officers have successfully completed Level 4 HACCP training, and training has been sought and provided for officers required to inspect specialised processes. We currently have 3 officers with specialist training in cheesemaking and a further 3 who have attended specialist training on Bivalve Shellfish Hygiene and Verification. South Lanarkshire Council will continue our programme of training during 23/24, ensuring all newly qualified officer's undertake Level 4 HACCP and OCV training and that any additional specialist training is provided for officer's where necessary.

Student EHO's have an appointed training officer within South Lanarkshire Council who ensures they are provided with the training they require to competently progress to sitting their professional examinations. During this time, they will be included in much of the training offered to qualified officer's as well as any additional training specific to their needs. Newly qualified officers will be supervised and mentored until the Lead Food Officer deems them competent to inspect all types of food establishment. Upon qualification they will be supervised for at least 3 months and will not initially be tasked with inspecting approved premises or high-risk manufacturers but may be appointed as 2<sup>nd</sup> officers for such establishments. This will allow them to gain on the job experience, training and mentoring, such that once they have completed Level 4 HACCP and OCV, together with on-the-job training and mentoring they may then be deemed competent to inspect these types of establishments.

#### 4.4 Estimate of Resources

The number of officers allocated to food law enforcement is the minimum required to deliver effective food official controls. There is no capacity to accommodate prolonged absences and this may require available resources to be reprioritised during 2023/24.

## 5. **Monitoring**

### 5.1 **Quality assessment and internal monitoring**

Internal monitoring was not conducted in South Lanarkshire Council during the pause in food law interventions as a result of the pandemic in 20/21 and 21/22, however the desktop transfer process ahead of the restart of food law interventions in September 2021 did provide the opportunity for some internal monitoring to be conducted in terms of the accuracy of our database of food establishments, including looking at risk groups and categories, and in some cases also at officer risk scoring. This type of monitoring, along with accompanied visits continued during 22/23, however full internal monitoring procedures have yet to recommence following the pandemic.

South Lanarkshire Council aim to implement procedures to further monitor the progress, quality and consistency of interventions undertaken by the Authority towards the end of 23/24. Monthly checks have been conducted since September 2021 to check that all high risk establishments are inspected within the timescales indicated in the Food Law Code of Practice; to ensure that inspections are not overdue or missed; and to check that high risk establishments are being prioritised by officer's for inspection. In addition, accompanied inspections are regularly carried out by the Service's two team leaders to provide mentoring and assistance with complex cases, and all notices issued are reviewed and approved by the Divisional Environmental Health Officer or Team Leaders prior to being served. During 23/24 this will be supplemented with completion of a quality monitoring checklist, which was drawn up prior to the pandemic and is designed to assess:

- Adherence to our planned intervention programme;
- Compliance with Codes of Practice and FSS guidance;
- The consistent assessment of intervention ratings;
- Appropriate use of relevant inspection documentation;
- Compliance with internal procedures, policies and the Food Authority's enforcement policy;
- That action taken following interventions is consistent with FSS and/or SFELC guidance; and
- That Authorised Officer's are aware of and have access to Industry Codes of Practice, and have due regard to published UK or EU guides to good practice.

The Food and Business Regulation team report quarterly, through South Lanarkshire Council's own internal monitoring systems, the % of businesses inspected within South Lanarkshire Council who are broadly compliant with Food Law requirements. The target set for this measure is currently 85% of all businesses inspected, however since the

implementation of the Food Law Rating Scheme in 2019 this service has seen a notable increase in the percentage of premises reaching this target. Currently the number of premises broadly compliant with Food Law requirements is in the region of 95%.

## **6. Review**

### **6.1 Review against the Service Plan**

This Service Plan will be reviewed annually by the Divisional Environmental Health Officer. The review will include information on performance against this service plan, including reviewing any performance targets or targeted outcomes set. For 22/23 this consisted of reviewing how the Service had performed against the priorities and intervention timescales detailed in the Local Authority Recovery Project Report issued by Food Standards Scotland on 16<sup>th</sup> October 2020. This same standard will be assessed for 23/24. The % of businesses inspected within South Lanarkshire Council who are broadly compliant with Food Law requirements will continue to be reported via the Council's internal monitoring system on a quarterly basis.

The combined review of our performance since the restart of inspections in September 2021, and during 22/23, can be summarised as follows:

During the first 18 months of our recovery plan, which ran from 1/9/21-28/2/23 South Lanarkshire Council planned to conduct interventions in 1067 food establishments, 922 of which were conducted within this timeframe. This included those food establishments who received interventions, and those which were visited but noted to have closed. It equates to 86% of planned interventions conducted on time and includes our Group 1 and Band D & E rated establishments. A further 1.5% of these establishments received interventions just outside of this timeframe and inspections missed consisted of Group 2 Band B & C rated establishments. In the same period officers completed a total of 1710 interventions in food establishments altogether, 1506 of which received food law interventions and a further 204 of which were noted to have ceased trading at the time they were visited. The additional interventions over and above those in the original recovery plan consisted of; visits to approved establishments; visits regenerated following initial FLRS inspections; and interventions conducted in high-risk unrated establishment that were incorporated during this timeframe.

In March 2023 all but 4 of the recovery inspections originally planned for March were moved to later in the programme to accommodate approved premises, higher risk recovery

visits missed in the first 18 months of our recovery programme, higher risk visits regenerated following previous inspections, and high-risk unrated establishments. All recovery inspections moved consisted of Group 2B establishments that have historically demonstrated high standards of food law compliance. In addition to this 35 generally compliant or very compliant establishments which had been inspected since the re-start of our food law programme in September 2021 were also moved to later in the programme to accommodate the above higher risk establishments. This is in line with the way in which we have outlined that the Food & Business Regulation team will select and prioritise interventions at food establishments in the 'Service Delivery' section of this Service Plan. We will continue to prioritise our interventions in this manner throughout 23/24.

In summary, the overall performance of the Food & Business Regulation team from September 2021 until the end of 22/23 has been commendable, in the context of having 2 full time EHO's on maternity leave, from the start of July 2022 and September 2022 respectively. In addition, we have had some long-term absence issues during this time, and have had a serious health and safety incident to investigate, which diverted some of our resources away from food law intervention work. Had we not experienced this deficit in resources, which was not foreseen when our recovery plan was developed, it is likely that we would have met our proposed targets for 22/23.

Overall, the resourcing pressures facing the team are similar to the situation in the majority of councils across Scotland. FSS has estimated an additional 180 FTE officers would be required across Scotland to deliver official food controls as set out in the Code of Practice. Recognising the position Councils are in, FSS has initiated a project to review food safety delivery systems in Scotland, so they are more realistically aligned with available resources.

## 6.2 Areas of Improvement

Any areas identified as requiring action following on from the review and quality assessment/internal monitoring processes will be addressed by the Food & Business Regulation extended management team. Action taken shall range from immediate action to inclusion in the Service Plan for future years.

Many of the issues in terms of resourcing during 22/23 were out with our control, however the Service have taken steps to ensure that going forward we can maintain our establishment at full capacity, in order that we can maximise our performance. We have already taken steps early in 23/24 to recruit to a vacant part post created due to retirement, and also to another full time post soon to become vacant due to retirement. In addition, we expect both of our EHO's currently on maternity leave to return to us early in the autumn.

South Lanarkshire Council were audited by Food Standards Scotland in February 2023. Areas for improvement were detailed in an action plan, which the Food & Business Regulation team are working to address. Whilst the final audit report, at the time of writing, has yet to be published, progress has been made already in completing 5 of the 10 items listed, one of which is to finalise this Service Plan and seek it's approval at Committee. Actions completed so far include ensuring that information transferred from our database to FSS's Scottish National Database is accurate. Work has been done to ensure this is the case as whilst on the whole this information was accurate, an issue was noted specifically in relation to our enforcement actions which has now been addressed. We have also updated our standard letters and reports to ensure all applicable main pieces of legislation are included in the headers, that specific timescales are provided on typed letters, and that there is space to detail legislation contravened on hand-written reports. Finally, we have provided details on how we prioritise our 'unrated' business establishments and this is detailed within our Service Plan. Throughout the course of 23/24 we aim to complete the rest of the actions listed in the action plan, including seeking approval of this Service Plan at committee, updating some of our policies and procedures, and lastly re-starting full quality monitoring to include completion of our quality monitoring checklists.



# Report

9

Report to:	<b>Community and Enterprise Resources Committee</b>
Date of Meeting:	<b>7 November 2023</b>
Report by:	<b>Executive Director (Community and Enterprise Resources)</b>

Subject:	<b>Community Benefit Funds – Renewable Energy Fund Grant Application</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ consider a grant application to the Auchrobert Windfarm Renewable Energy Fund (REF) from Coalburn Regeneration Group (CRG)

## 2. Recommendation(s)

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

- (1) that a grant be awarded to Coalburn Regeneration Group of up to £58,354.22 from Auchrobert Windfarm REF to facilitate in the installation of the village green lighting project.

## 3. Background

3.1. Since 2004, the Council has collected and administered Community Benefit funding through the Enterprise and Sustainable Development Service. The Service is responsible for securing the contributions from windfarm developers, advising potential applicants, assessing applications and monitoring projects to ensure that the community benefits associated with each project are delivered. Processes are continuously reviewed to ensure best practices in grant provision and monitoring are undertaken to ensure the necessary support is delivered to eligible communities.

3.2. Grant awards above £20,000 require approval from Committee. Awards below this level are approved by the Head of Enterprise and Sustainable Development under delegated authority. All grants awarded are reported annually to the Community and Enterprise Resources Committee.

## 4. Grant Recommendation

4.1. Application Number 890

Coalburn Regeneration Group – project value £78,354.22

Proposed Grant award £58,354.22 intervention rate of 74%

The proposed grant of £58,354.22 will be funded from Auchrobert Windfarm which contributes to the Renewable Energy Fund

4.2. CRG is an established not for profit constituted voluntary group:-

- ♦ to promote and encourage improvements and development within the area known as Coalburn for the benefit of the inhabitants and to encourage the



goodwill and involvement of the wider community, fostering community spirit and to encourage civic pride

- 4.3. The organisation has a variety of community projects enhancing the village through grass cutting and village planters. They are also keen to develop a community orchard area. The village green lighting project will enhance a community space within the village and encourage the area to be utilised fully. All CRG projects are designed to promote the health and wellbeing for all residents. They promote environmental improvements and conservation, working alongside and encouraging volunteering while working in partnership with similar groups and organisations.
- 4.4. CRG has a 4 member management committee and 11 regular volunteers. The Group has conducted an open consultation and an online questionnaire which identified the need for this project. This project has been developed to reflect the views of the community it represents.
- 4.5. The grant will allow CRG to proceed with the installation of street lighting within the village green. The village green lighting project will enhance a community space within the village, ensuring safety through the dark winter months and encouraging the area to be utilised fully to enhance community events. The project will be managed by Roads, Transportation and Fleet Services. Planning permission has been granted 3 October 2023 and the tender process has been carried out.
- 4.6. The project requires capital funding to meet the cost to install 15 lighting columns alongside the footpath within the village green. Works required will include excavation works, cabling and the reinstatement of the existing footpath as required.
- 4.7. The application was scored as 40 and which permits an intervention rate of up to 74% of eligible costs.
- 4.8. All Renewable Energy Fund awards are subject to suitable match funding being secured. The REF grant sought is 74% of the project value with the match funding as set out below.

<b>Funder</b>	<b>Stage</b>	<b>Value</b>
Hagshaw Community Fund	To be confirmed	£10,000
Can Do Community Fund	To be confirmed	£10,000
SLC Renewable Energy Fund Grant (74%)	For approval	£58,354.22
<b>Total project value</b>		<b>£78,354.22</b>

- 4.9. The project is scheduled to commence in December 2023 and be complete by January 2024. Officers will work with the applicant to monitor progress and any impact on the timescales.
- 4.10. The lead in time to the project start date of December 2023 will allow officers to confirm Hagshaw Community Fund and Can Do Community Fund has been secured.

## **5. Employee Implications**

- 5.1. There are no employee implications arising from this report.

## **6. Financial Implications**

- 6.1. The awards will come from Auchrobert Windfarm which contributes to the Renewable Energy Fund. The Fund has sufficient resources to meet the proposed grant award commitment detailed in this report.
- 6.2. REF funding is subject to all other funding being secured.

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

- 7.1. The project will use energy efficient lighting in line with Council specifications.

## **8. Other Implications**

- 8.1. The risks associated with the project are focused on the potential for cost overruns, delays to the projects or match funding not being secured. Work will continue with the applicant to help ensure match funding is secured and that projects are delivered broadly on time and within budget.

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

- 9.1. This report does not introduce a new policy, function or strategy and, therefore, no impact assessment is required.

**David Booth**

**Executive Director (Community and Enterprise Resources)**

16 October 2023

## **Link(s) to Council Values/Priorities/Outcomes**

- ◆ Focused on people and their needs.
- ◆ We will work towards a sustainable future in sustainable places.
- ◆ We will work to recover, progress and improve.
- ◆ Caring, connected, sustainable communities.

## **Previous References**

- ◆ None

## **List of Background Papers**

- ◆ Completed REF Grant Application Form for application number 890
- ◆ Completed REF Appraisal Scoring Sheet for application number 890

## **Contact for Further Information**

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

Colin McFarlane, Project Development Officer, Enterprise and Sustainable Development Services

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# Report

10

Report to:	<b>Community and Enterprise Resources Committee</b>
Date of	<b>7 November 2023</b>
Meeting: Report	<b>Executive Director (Community and Enterprise Resources)</b>

Subject	<b>Pavement Parking</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide an update on the progression of the national ban on pavement parking, double parking and parking at dropped kerbs Regulations

## 2. Recommendation(s)

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

- (1) that the contents of the report be noted, specifically the enforcement powers expected to be granted to councils this year; and
- (2) that it be noted that a 'soft' approach to any resulting enforcement, as detailed at paragraph 6.5, will be undertaken and a further update provided to the Committee at an appropriate point during 2024.

## 3. Background

3.1. Part 6 of the Transport (Scotland) Act 2019 introduced the statutory framework for a national ban on pavement parking, double parking and parking at dropped kerbs to make it easier for local authorities to ensure pavements and roads are safer and more accessible to all.

3.2. Key provisions include:-

- ◆ providing local authorities with powers to enforce the national ban
- ◆ the ability for local authorities to promote exemptions from the national ban, subject to meeting strict criteria
- ◆ provides exceptions to certain vehicles if they are involved in emergencies or delivering goods
- ◆ providing local authorities with powers to share services with other councils to enforce the new restrictions
- ◆ requiring local authorities to keep accounts in relation to the money they receive from the enforcement of the new restrictions

3.3. Although the Transport (Scotland) Act 2019 has been enacted, local authorities have yet to receive the additional enforcement powers or full guidance which will enable them to effectively enforce pavement parking, double parking and parking at dropped kerbs.

- 3.4. A statutory duty means that the Council must comply with the requirements of the relevant legislation. A statutory power, as is the case with this legislation, means that the Council has discretion whether to exercise the power. Services across the Council have many powers to manage and deliver services all of which are done so in full consideration of the available resources and commensurate with other priorities.
- 3.5. Draft Regulations were laid in the Scottish Parliament on 2 October 2023 and published on legislation.gov (The Parking Prohibitions (Enforcement and Accounts) (Scotland) Regulations 2023 (legislation.gov.uk)). They are expected to come into force on 11 December 2023, but this may change.

#### **4. Enforcement/Implementation**

- 4.1. The Council, under the terms of the Roads (Scotland) Act 1984, has a statutory duty to manage and maintain the road network. Effective parking enforcement is a critical element in ensuring that the road network operates safely and efficiently. It also has an important role in reducing congestion, emissions and encouraging greater use of more sustainable modes.
- 4.2. The Road Traffic Act 1991 introduced provisions enabling the decriminalisation of most non-endorsable parking offences in London and permitted similar arrangements to be introduced elsewhere in the UK by secondary legislation.
- 4.3. Decriminalised Parking Enforcement (DPE) is a regime that enables a local authority to enforce its own parking policies, including the issuing of Penalty Charge Notices (PCNs) to motorists breaching parking controls in specified areas. There are 21 local authorities in Scotland that have acquired DPE powers, with South Lanarkshire Council acquiring these in 2005.
- 4.4. Transport Scotland has been progressing the secondary legislation and updated parking standards guidance that will underpin the enforcement of these parking prohibitions. It is anticipated that this will be issued on 11 December 2023. Thereafter, it will be up to individual local authorities to determine their timeframes for implementation.
- 4.5. The Council's own Parking Attendants are currently responsible for enforcing on-street parking restrictions in our town centres and controlled residential parking zones. They also undertake periodic enforcement of disabled bays that are misused in outlying areas, commensurate with other priorities.
- 4.6. It would be desirable for all local authorities to commence enforcement of the new pavement parking, double parking and parking at dropped kerbs legislation at the same time. This would help to ensure that there was a consistent approach to enforcement across neighbouring councils and reduce the potential for confusion.
- 4.7. However, councils across Scotland have differing DPE regimes in place, including some with none, and many are at different stages in terms of assessing their network and fully understanding the logistics and operational aspects of this new legislation. It is, therefore, likely to be spring/summer 2024 before local authorities can effectively and robustly undertake any enforcement.
- 4.8. Transport Scotland are aware and accept that not all local authorities will have the capabilities or plans to undertake enforcement from day one. We understand that a national awareness campaign will focus on the effects of pavement parking and will highlight that there may be the possibility of a penalty from 11 December 2023.

## **5. Consultation**

- 5.1. The Council has been actively engaged over the last few years during the progression of this legislation and has assisted Transport Scotland and taken part in workshops to develop the guidance, raising any technical or operational concerns as they arise.
- 5.2. Since the Bill for the Transport (Scotland) Act 2019 was passed by Parliament on 10 October 2019 and received Royal Assent on 15 November 2019, Transport Scotland have undertaken various consultations in respect of the implementation Directions and Regulation.
- 5.3. The first of these consultations sought comments on the type of streets that could be considered for exemption from the pavement parking ban which would form guidance given to local authorities to assess streets within their area. Further consultation exercises focused on the exemption order process and the process to allow local councils to undertake enforcement action. The feedback received from these exercises allowed the draft Regulations to be laid in Parliament on 2 October 2023 and these are anticipated to come into force on 11 December 2023.
- 5.4. While progress has been made, a complete guidance document is not yet available, and chapters are issued by Transport Scotland as and when they become available. This has made it difficult to fully assess the implications of the legislation/regulations and to understand the operational, technical and management considerations. Guidance is still awaited in relation to the process of issuing and enforcing PCN notices and this is not expected until 11 December 2023.

## **6. Next Steps**

- 6.1. Available guidance is under review and a more comprehensive assessment of locations to be considered for exemption is being undertaken over the remainder of the calendar year.
- 6.2. While in theory the Council could potentially commence enforcement of the national ban on pavement parking, double parking, and parking at dropped kerbs following ministerial approval in December 2023 it is not presently proposed to do so. It is understood that many councils are in the same position given the matters discussed above.
- 6.3. The key provisions of this section of the Act noted at para 3.2 are well intended and could not be challenged or disputed in terms of seeking to improve road safety and accessibility. However, the implementation and enforcement must be done in a balanced, proportionate, and pragmatic way.
- 6.4. Many locations across our network have a level of car ownership that is higher than the level of parking available in residential areas. At times, the only way to ensure safe access and egress may be to allow a modest element of footway parking. Locations like this will require to be considered for exemption with certain geometric parameters and street characteristics forming part of this assessment.
- 6.5. As a result, it is intended to adopt a low key, 'soft' approach to ensure that any enforcement action taken, if any, is commensurate with the resources available and fully considers the impacts and/or displacement that would be experienced across our town, villages or within residential areas. The full Parking Standards Guidance will be considered, evidence will be gathered from the assessment noted at para 6.1 and intelligence gathered on the ground. Any response will also consider the use of advisory warning notices, as necessary.

- 6.6. The draft Regulations note that the Penalty Charge Notice will be issued at £100, which is discounted to £50 for payments made within 14 days and increased to £150 if a Charge Certificate is issued. This is in line with all other Penalty Charge Notices issued for other parking offences within South Lanarkshire.

## **7. Employee Implications**

- 7.1. At present there are 14 Full Time Equivalent Parking Attendants who undertake parking enforcement across South Lanarkshire. There are currently 4 vacancies, and a recruitment exercise is progressing. A review is underway to ensure the Council can deliver a proportionate level of enforcement to implement the requirements of Part 6 of the Transport (Scotland) Act 2019 discussed in this paper.
- 7.2. The Parking Attendants currently operate on a rota system of working 5 days over 7. It is anticipated that the enforcement needed as part of the new legislation will be required during times out with the current Parking Attendant working times outlined above.

## **8. Financial Implications**

- 8.1. It is expected that any income generated from the new powers will contribute to the running costs of the service and is unlikely to generate any over recovery, noting that the operations of the Parking Unit is currently running at a predicted shortfall in 2023/2024 of circa £0.760 million.
- 8.2. The implementation of any exemptions will also incur costs, and these will be a key consideration when locations are considered for such exemptions.
- 8.3. The Council has received funding totalling circa £0.144 million from the Scottish Government to allow the exemption assessments to be undertaken. A consultant has been commissioned to complete this work and this is expected at the turn of the calendar year.

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

- 9.1. While there are no defined environmental implications or implications for sustainability in terms of the information contained within this report, failure to have effective demand management measures in place across our towns could see the use of the private car begin to increase at the expense of more active/sustainable modes.

## **10. Other Implications**

- 10.1. There are no other implications or risks in relation to the information contained within this report.

## **11. Equality Impact Arrangements and Consultation Arrangements**

- 11.1. This report does not currently 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. This will be considered further once implementation dates are known.

**David Booth**  
**Executive Director (Community and Enterprise Resources)**

10 October 2023

## **Link(s) to Council Values/Priorities/Outcomes**

### Values

- ◆ Focused on people and their needs
- ◆ Accountable, effective, efficient and transparent
- ◆ Ambitious, self-aware and improving
- ◆ Fair, open and sustainable

### Priorities

- ◆ We will work to put people first and reduce inequality
- ◆ We will work towards a sustainable future in sustainable places
- ◆ We will work to recover, progress and improve

### Outcomes

- ◆ Good quality, suitable and sustainable places to live
- ◆ Thriving business, fair jobs and vibrant town centres
- ◆ Caring, connected, sustainable communities
- ◆ People live the healthiest lives possible

## **Previous References**

- ◆ None

## **List of Background Papers**

- ◆ None

## **Contact for Further Information**

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

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# Report

11

Report to:	<b>Community and Enterprise Resources Committee</b>
Date of Meeting:	<b>7 November 2023</b>
Report by:	<b>Executive Director (Community and Enterprise Resources)</b>

Subject:	<b>Update of the Community and Enterprise Resources' Risk Register and Risk Control Plan</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to: -

- ♦ present an update on the Risk Register and Risk Control actions for Community and Enterprise Resources

## 2. Recommendation(s)

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

- (1) that the current position with regards to the Resource Risk Register be noted; and
- (2) that it be noted that the outstanding Risk Control Actions will be progressed by relevant officers.

## 3. Background

- 3.1. The Council's Risk Management Strategy promotes consideration of risk in service delivery, planning and decision-making processes. The strategy requires Resources to record and review risks and control actions regularly. Community and Enterprise Resources follow the guidance in developing, monitoring and updating the risk register on an ongoing basis.
- 3.2. The purpose of the register is to ensure that the Resource is fully aware of its top risks; that these risks are prioritised; and that controls are in place to eliminate or minimise the impact of the risks.
- 3.3. The Resource scores the risks in accordance with the Council scoring mechanism, based on likelihood and impact. This results in risks being scored between one and 25 (low – very high).
- 3.4. Risks are scored on their inherent score (risk if we do nothing) and their residual risk (risk after applying controls). The Council's scoring matrix is attached at Appendix 1.
- 3.5. The last update of the Community and Enterprise Resources' Risk Register was reported to Committee on 13 December 2022.
- 3.6. The Resource's risk register, and risk control plan has been reviewed. This work was completed in August 2023.

- 3.7. The Central Risk Management team annually review Resource compliance with the Risk Management Strategy. The outcome of the 2022/2023 review identified that Community and Enterprise Resources achieved 100 per cent compliance, scoring 45 out of a possible 45.

#### **4. Resource Risk Management**

- 4.1. Each Resource has a Resource Risk Management Group which has responsibility for the promotion and management of risk.
- 4.2. The Community and Enterprise Resources' Risk Management Group continues to meet as required.
- 4.3. The work of the Group over the last year has focused on the review and update of the Resource Risk Register and ensuring that the register reflected the Council Plan and individual Service Plans.

#### **5. Risk Register**

- 5.1. Work has been completed by the Resource Risk Group to finalise the review of the Resource Risk Register. The review considered risks at a Service level, as well as strategic Council risks.
- 5.2. The Resource Risk Register will be monitored on an ongoing basis to allow new risks to be added and for the control measures and scores of the existing risks to be reviewed in light of new information.
- 5.3. Risks can result from internal or external influences, with examples being the impact of projected funding cuts or legislative changes or the impact of internal service changes.
- 5.4. The development process for the Resource Plan requires a risk assessment process to be undertaken as appropriate resulting in some actions within the Resource Plan having a corresponding risk identified within the risk register.
- 5.5. The main changes to the Register are summarised below:-
- ◆ Four new Council top risks have been added:-
    - ◆ the Council fails to deliver the outcomes of the Economic Strategy
    - ◆ implications of the Scottish Fire and Rescue Service (SFRS) Unwanted Fire Alarm Signals Policy within the Council's non-domestic estate
    - ◆ inability to maintain infrastructure, assets and property in a safe and well-maintained condition and failure to achieve objectives of asset/property reviews
    - ◆ the provision of council services is disrupted because of industrial action
  - ◆ the top risk 'Increasing levels of adverse weather' has been expanded to cover potential damage to Council properties and housing stock from weather related events and is now a joint risk with Housing and Technical Resources
  - ◆ the scoring of the Council top risk 'The council fails to meet statutory and legislative duties in respect of public protection' has increased corporately from 12 to 16 to reflect capacity and local workforce supply challenges and increased levels of disruption to the Community Alarms service, however, the improved workforce position within Environmental Services has reduced the score for this risk in the Community and Enterprise Resources register to 9
  - ◆ two Economic Development risks covering external funding and derelict/contaminated land have been merged into a combined risk and will be managed by a single set of control measures

- ♦ the EU Exit risk has been removed as a Community and Enterprise top risk and replaced by a medium scoring risk to cover current Market and Provider Capacity issues. Relevant control measures have been incorporated

- 5.6. Risks scored 15 to 25 are considered to be very high risks and risks scored 8 to 12 are considered to be high risks. Very high and high risks are monitored closely. The top risks identified for the Resource, that is those that are residually scored as being very high and high, are attached at Appendix 2.
- 5.7. Appendix 3 provides a comparison of risk scores for 2022 and 2023. This appendix also details any significant changes made to the risks.
- 5.8. Risks evaluated residually as being medium or low risk will be monitored to ensure that they continue to be adequately managed.
- 5.9. The Committee is asked to note the contents of the Resource Risk Register.

## **6. Insurance Hotspots**

- 6.1. The following areas of work have been progressed over the last year to mitigate insurance hotspots.

### Property

- ♦ A property insurer survey programme was undertaken by the Council's insurers. Properties were prioritised and 3 Community and Enterprise Resource's depots Carnwath, Lesmahagow and Strathaven were surveyed. A report was prepared and whilst no actions were identified at these locations, 8 recommendations were made to address potential low/medium fire and security risks.
- ♦ Ongoing work of Security Co-ordinator, undertaking surveys and identification of measures to improve security of council properties, vehicles and assets.

### Vehicle

- ♦ Ongoing development 'Challenging Driver Behaviour' learn online course for drivers to be launched via management bulletin.
- ♦ Continued fact-finding investigations into accidents.

### Combined Liability

- ♦ Health and safety/training review has been undertaken by the Council's claims handlers, Gallagher Bassett and a report detailing any improvement actions will be prepared.
- ♦ Roads and Transportation Services have an ongoing trial of Artificial Intelligence (AI) technology associated with managing the roads network. If successful, the data captured could in the future assist with the information available to defend public liability claims.

## **7. Scope and appetite for risk**

- 7.1. The Council aims to be risk embracing, that is it will accept a tolerable level of risk in seeking service efficiencies and in agreeing control measures.
- 7.2. The level of risk facing the Council is measured both before (inherent risk) and after (residual risk) consideration of controls. The Council should never carry a very high residual risk exposure as this would indicate instability, but a low residual risk exposure should also be avoided as this indicates lack of innovation.

7.3. The Council's ideal risk profile is defined within the Risk Management Methodology as:-

- ◆ no more than 10 per cent of residual risks at a very high level
- ◆ no more than 15 per cent of risks at a high level
- ◆ around 50 to 60 per cent of residual risks at a medium level
- ◆ no more than 30 per cent of residual risks at a low level

7.4. Table 1 below shows the top risks heat map, that is. it details the total number of risks for each individual residual risk score. Table 2 below notes the overall risk profile for the top risks.

**Table 1 – Community and Enterprise Resources Top Risks Heat Map**

<b>Likelihood</b>	<b>5</b> Almost Certain	0	0	1	2	0
	<b>4</b> Likely	0	2	3	3	0
	<b>3</b> Possible	0	4	7	3	0
	<b>2</b> Unlikely	0	3	9	2	0
	<b>1</b> Rare	0	3	4	4	0
		<b>1</b> Negligible	<b>2</b> Minor	<b>3</b> Moderate	<b>4</b> Major	<b>5</b> Catastrophic
		<b>Impact</b>				

**Table 2 – Community and Enterprise Resources Top Risks Risk Profile**

<b>Risk Category</b>	<b>Risk Rating</b>	<b>Number of risks</b>	<b>Percentage of risks</b>
1	Very high	6	12%
2	High	17	34%
3	Medium	20	40%
4	Low	7	14%

7.5. Despite the fact that the profile noted in Table 2 is out with the ideal universal risk exposure defined by the Risk Management Strategy, this risk exposure is reasonable given the number of high-level risks currently being faced by the Resource.

7.6. Community and Enterprise Resources has ensured that all inherent risks scored at a very high and high level have cost effective control measures in place. Where further control measures are required, these are included within the Resource risk control plan.

## **8. Risk Control Actions**

8.1. Two risk control actions due for completion during 2022/2023 have been completed. 100% (2/2) of these risk control actions were completed on time against an overall Resource target of 90%. A further 2 have completion dates for March 2024

8.2. Details of the completion of risk control actions during 2022/2023 and those due in 2023/2024 to date are contained in Table 3 below.

**Table 3 – Completion of top risk control actions**

	<b>2022/2023</b>	<b>2023/2024 (as at September 2023)</b>
Total number of actions due	2	2
Completed on time	2	0
Completed late	0	0
Due to be completed at a later date	0	2

8.3. Progress with completion of Resource Risk Control Actions is monitored on a quarterly basis by the Central Risk Management team. This is also reviewed by the Resource Risk Group.

8.4. There are two risk control actions due for completion during 2023/0224. The Committee is asked to note that the outstanding actions to mitigate risks within the Risk Control Plan will be progressed by the relevant officers.

## **9. Major projects, partnerships or change**

9.1. Within Community and Enterprise Resources, 25 partnerships have been identified. Five of these are considered to be high risk, these are the Clyde Gateway Partnership, SPT, City Deal, Climate Ready Clyde Partnership and Business Gateway. The remaining 20 partnerships have been assessed as being low risk.

9.2. Appropriate risk management arrangements are in place for the high-level partnerships.

## **10. Next steps**

10.1. The Resource Risk Management Group will continue to meet as required. The risk register will be reviewed on an ongoing basis by the group to ensure that risks remain valid for the appropriate Service areas and to identify new areas of risk that affect the Resource. An update report will be provided to Committee on an annual basis.

## **11. Employee Implications**

11.1. Time will be required by the Resource Risk Management Group in the management of the Resource Risk Register and Risk Control Plan.

## **12. Financial Implications**

12.1. There are no direct financial implications associated with the council's top risks. There are a number of proposed risks which are classified under the heading of financial. Where this is the case, the appropriate controls and actions have been included in the risk control cards and progress will be monitored.

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

13.1. There are no direct implications associated with the Council's top risks. There are a number of proposed risks which are classified under the heading of Environmental. Where this is the case, the appropriate controls and actions have been included in the risk control cards and progress will be monitored.

13.2. Sustainable development issues are included within the council's top risk register as a standalone top risk and also through risks being linked directly to the Council Plan outcomes 'Caring, connected, sustainable communities' and 'Good quality, suitable and sustainable places to live'.

#### **14. Other Implications**

- 14.1. Failure to demonstrate that risk is actively considered and managed cannot only lead to avoidable financial loss but could also affect delivery of services and could affect the Resources' reputation.

#### **15 Equality Impact Assessment and Consultation Arrangements**

- 15.1. This report does not introduce a new policy, function or strategy or recommend a change to existing policy, function or strategy and, therefore, no impact assessment is required.
- 15.2. Consultation on the content of this report has been undertaken with members of the Community and Enterprise Resources' Risk Management Group.

**David Booth**

**Executive Director (Community and Enterprise Resources)**

16 October 2023

#### **Link(s) to Council Values/Priorities/Outcomes**

- ◆ Values: Accountable, effective, efficient and transparent

#### **Previous References**

- ◆ Community and Enterprise Resources Committee – 13 December 2022

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

- ◆ Figtree extracts (risk register and risk control action plan)

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

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

Gayle Forrest, Support Team Leader

E-mail:- [gayle.forrest@southlanarkshire.gov.uk](mailto:gayle.forrest@southlanarkshire.gov.uk)

## Appendix 1 – Risk scoring matrix and likelihood and impact definitions

### Likelihood

Score	1	2	3	4	5
Description	Rare	Unlikely	Possible	Likely	Almost certain
Likelihood of occurrence	1 in 10 years	1 in 3 years	1 in 2 years	Annually	Monthly
Probability of occurrence	The event may occur in certain circumstances	The event could occur	The event may occur	The event will probably occur	The event is expected to occur or occurs regularly

### Impact

	Reputation	Financial	Service delivery/ Time to recover	Compliance	Safety
<b>1 Negligible</b>	Public concern restricted to local complaints	<£50,000 per annum	No impact to service quality; limited disruption to operations.	No external interest	Minor injury – no lost time
<b>2 Minor</b>	Minor adverse local/public/media attention and complaints	£50,000-£250,000 per annum	Minor impact to service quality; minor service standards are not met; short term	Very minor attention from legislative/regulatory body	Minor injury – resulting in lost time
<b>3 Moderate</b>	Adverse national media Public attention	£250,000 to £500,000 per annum	Significant fall in service quality; major partnership relationships strained; serious disruption in service standards	Short-term attention from legislative/regulatory body	Major injury or ill health resulting in lost time
<b>4 Major</b>	Serious negative national or regional criticism	£500,000 to £1million per annum	Major impact to service delivery; multiple service standards are not met; long term disruption to operations; multiple partnerships affected	Medium-term attention from legislative/regulatory body	Fatality; Or injuries to several people
<b>5 Catastrophic</b>	Prolonged international, regional and	>£1million per annum	Catastrophic fail in service quality and key service	National impact with rapid intervention	Multiple fatalities; Or injuries to large



	national condemnation		standards are not met; long term catastrophic interruption to operations; several major partnerships are affected	of legislative/ regulatory body	number of people
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The assessments for impact and likelihood combine to provide an overall inherent risk score on the scale of between 1 and 25, using the Council's recognised risk matrix.

#### Risk matrix

<b>Likelihood</b>	<b>5</b> Almost Certain	5	10	15	20	25
	<b>4</b> Likely	4	8	12	16	20
	<b>3</b> Possible	3	6	9	12	15
	<b>2</b> Unlikely	2	4	6	8	10
	<b>1</b> Rare	1	2	3	4	5
		<b>1</b> Negligible	<b>2</b> Minor	<b>3</b> Moderate	<b>4</b> Major	<b>5</b> Catastrophic
		<b>Impact</b>				

The risk score is calculated as follows:

**Likelihood score x Impact score = Risk Score**

## Appendix 2

### Community and Enterprise Resources' Risk Register (as at September 2023) – Extract of risks with residual score category of Very High and High

Risk Category	Key risk	Inherent Risk Score	Sample of Controls	Residual Risk Score
1 Very High (15-25)	Reduction in external funding and fees/income received by the Council, as well as the increased demand for services and increased cost of services including impact of price increases and inflation results in increasing budget gaps. <b>Council Top Risk</b>	25 Very high	<ul style="list-style-type: none"> <li>• Reports prepared to Council timetable and reported to Finance and Community and Enterprise Resource Committee to provide assurances that income and expenditure is within budget and regular updates provided to Director of Finance</li> <li>• Robust arrangements in place to monitor service delivery outturns against budgets</li> <li>• Implications of changes to service provision managed through consultation, impact assessments and Trade Union negotiation</li> <li>• Promotion of new/updated policies via Website, Press, social media etc.</li> <li>• Management of outsourced work including regular contractor meetings as appropriate</li> </ul>	20 Very high
	The Council is unable to support households significantly impacted by the cost-of-living crisis resulting in increasing levels of poverty, debt and damage to health. <b>Council Top Risk</b>	25 Very high	<ul style="list-style-type: none"> <li>• Provision of support to local business by Economic Development</li> <li>• Increased School Meal provision / breakfast clubs</li> <li>• Resourcing and support to the provision of 'Warm Spaces' hubs in Lifestyle Centres/ Libraries and other council properties</li> </ul>	20 Very high

Risk Category	Key risk	Inherent Risk Score	Sample of Controls	Residual Risk Score
	Changes in the response to automatic fire alarms by the Scottish Fire and Rescue Service within the council's non-domestic estate. <b>Council Top Risk</b>	25 Very high	<ul style="list-style-type: none"> <li>Housing and Technical Resources have commenced a review of the existing alarm systems within affected non-domestic premises to enable investment works to reprogramme or replace systems so that confirmation of a fire can be provided as quickly as possible</li> <li>Preparation of fire investigation plans underway for CER premises</li> </ul>	16 Very high
	The Council fails to maximise the outcomes of the Community Wealth Building Strategy. <b>Council Top Risk</b>	25 Very high	<ul style="list-style-type: none"> <li>Supplier Development Programme provides training to businesses on how to bid for contracts/meet the buyer events</li> <li>Work with Scottish Enterprise, Scottish Development International and Glasgow City Region partners to raise the profile of investment opportunities</li> <li>Support is provided to all businesses through the council's Business Support Team and Business Gateway Lanarkshire service</li> <li>Reporting schedule in place to monitor progress through Sustainable Development and Climate change Strategy</li> </ul>	16 Very high
	The provision of council services is disrupted because of industrial action <b>Council top risk</b>	20 Very high	<ul style="list-style-type: none"> <li>Operational services have plans in place to address the impact of the industrial once they end</li> <li>Strike protocols in place to manage action and communication</li> </ul>	16 Very high
	Inability to deliver sustainable development and climate change objectives and timescales in such a way to support a fair and just transition. <b>Council Top Risk</b>	20 Very high	<ul style="list-style-type: none"> <li>Sustainable development and climate change is mainstreamed across the Council and associated Plans, Policies and Strategies</li> </ul>	15 Very high

Risk Category	Key risk	Inherent Risk Score	Sample of Controls	Residual Risk Score
			<ul style="list-style-type: none"> <li>Implementation of the Council's Sustainable Development and Climate Change Strategy and Carbon Management Plan</li> <li>A long-term capital programme that tackles climate change mitigation and adaptation</li> <li>The preparation of a pipeline of climate change mitigation and adaptation projects to attract investment/funding</li> <li>Active membership in Climate Ready Clyde regional adaptation partnership</li> </ul>	
2 High (8-12)	The council does not have the appropriate emergency / business continuity plans; contingency arrangements or partnerships in place to respond to/or recover from a pandemic/endemic event. <b>Council Top Risk</b>	25 Very high	<ul style="list-style-type: none"> <li>The ability to adapt funding to support community and third sector groups, e.g. government support provided via additional funding to support vulnerable groups, hardship funds etc.</li> <li>Business Continuity Plan developed to facilitate the continued delivery of safety critical Priority 1 Services, the plan also facilitates the delivery of priority 2 services as far as practicable and priority 3 services as far as resources allow</li> <li>Budget monitoring and re-alignment arrangements in place for lines that could potentially be affected by loss of income</li> </ul>	12 High
	Fraud, theft, organised crime and cyber attacks. <b>Council top risk</b>	20 Very high	<ul style="list-style-type: none"> <li>Community and Enterprise Resource Fraud risk register in place and updated annually.</li> <li>Fraud, Cyber / Information security Training Learn on Line Modules; mandatory for all employees.</li> </ul>	12 High

Risk Category	Key risk	Inherent Risk Score	Sample of Controls	Residual Risk Score
	Information governance not subject to adequate control. <b>Council top risk</b>	20 Very high	<ul style="list-style-type: none"> <li>• Compliance with Information Governance Strategy</li> <li>• Retention schedules</li> <li>• Electronic Content Management System (ECM)</li> <li>• Completion of annual information Governance checklist</li> </ul>	12 High
	Failure to work effectively with the private sector to support local businesses, town centres and the rural economy.	16 Very high	<ul style="list-style-type: none"> <li>• Support to Business Improvement Districts, town centres and other partnerships via numerous channels include the 'Invest in South Lanarkshire' website and management of the Supplier Development Programme including strategic development and delivery of events, training and e-commerce</li> <li>• Regular operational and steering group meetings and ongoing liaison with partnership authorities. (e.g. Clyde Gateway, Lanarkshire Area Tourism Partnership)</li> <li>• Implementation of the Community Led Local Community Fund (CLLD), Community Benefit funding in rural area with appropriate funding in line with relevant (e.g. rural) strategies, and the Business Loan Scotland</li> </ul>	12 High
	Inability to maintain infrastructure, assets and properties in a safe and well-maintained condition due to budget constraints and failure to achieve objectives of asset/ property reviews. <b>Council Top Risk – new risk</b>	16 Very high	<ul style="list-style-type: none"> <li>• Programme of carriageway upgrading to improve the road condition being undertaken - progress monitored closely through iMPROVE</li> <li>• Regular monitoring by managers of progress and budgets</li> </ul>	9 High

Risk Category	Key risk	Inherent Risk Score	Sample of Controls	Residual Risk Score
			<ul style="list-style-type: none"> <li>• Improvements to road related infrastructure using Roads Investment Programme and external funding</li> <li>• Implement and maintain enhanced structural monitoring</li> <li>• Maintain list of qualifying structures</li> <li>• Implement appropriate reactive mitigation measures when need for repair identified</li> <li>• Option to close if absolutely necessary</li> <li>• Assessment of properties utilised by SLLC to prioritise investment available from Capital Programme.</li> </ul>	
	Lack of capacity and skills to meet increased service demands. <b>Council top risk</b>	20 Very high	<ul style="list-style-type: none"> <li>• Performance Appraisal (PA) process including service learning and development priorities and employee training plans</li> <li>• The Workforce strategy provides greater level of organisational control rather than service/resource specific and has a focus on agile working.</li> <li>• Management Development and Leadership Challenge Programme</li> <li>• Stress audit tool</li> <li>• Effective partnership working with Trade Unions</li> </ul>	9 High
	Information Technology (IT) development and functionality does not keep pace with changing service requirements. <b>Council Top Risk</b>	20 Very high	<ul style="list-style-type: none"> <li>• Service IT requirements restricted to reflect available resources</li> <li>• IT service plan closely monitored and progress reports issued to Service managers</li> </ul>	9 High
	Increasing levels of adverse weather. <b>Council Top Risk</b>	16 Very high	<ul style="list-style-type: none"> <li>• Council wide Emergency Planning arrangements, Duty Manager, standby rota, dedicated Flood Risk Management team and weather forecasting systems in place</li> </ul>	9 High

Risk Category	Key risk	Inherent Risk Score	Sample of Controls	Residual Risk Score
			<ul style="list-style-type: none"> <li>• Effective management of existing budget resources through regular reporting and dialogue with Exec Dir Finance and Corporate</li> <li>• Remote monitoring of high-risk flood sites using flood cameras/telemetry solutions</li> <li>• Winter weather procedures, Winter Service Policy and Ops manual</li> <li>• Pothole inspection and pro-active rectification programme using sub-contractors during extended severe weather</li> </ul>	
	Ash Dieback Disease.	20 Very high	<ul style="list-style-type: none"> <li>• Raising awareness of ash dieback and the issues it may cause</li> <li>• Preparing and implementing an Ash Dieback Action Plan</li> <li>• Assisting with recovery of landscape and infrastructure affected by ash dieback</li> </ul>	9 High
	Failure to secure external funding, effectively manage funds/maximise investment and failure to agree/implement derelict/contaminated land programme.	16 Very high	<ul style="list-style-type: none"> <li>• Corporate Management Team approval process for external funding</li> <li>• Delivery of derelict/contaminated land action plans</li> <li>• Funding and compliance section investigate all methods of external funding</li> </ul>	9 High
	Impact of Waste Management market changes <ul style="list-style-type: none"> <li>• Changes to global economic policy changes resulting in market collapse and inability to dispose of recycled products.</li> </ul>	12 High	<ul style="list-style-type: none"> <li>• Market changes monitored through waste industry network groups and via meetings with contractors</li> <li>• Contracts include contingency arrangements including back up provision for alternative suppliers</li> <li>• Operational monitoring process in place</li> </ul>	9 High

Risk Category	Key risk	Inherent Risk Score	Sample of Controls	Residual Risk Score
			<ul style="list-style-type: none"> <li>Waste Awareness Team – ongoing initiatives to promote and improve levels of domestic recycling</li> </ul>	
	<p>The Council fails to deliver the outcomes of the Economic Strategy.</p> <p><b>Council Top Risk</b></p>	12 High	<ul style="list-style-type: none"> <li>Increase the level of procurement spend with local business and social enterprises and support local recruitment by local businesses and social enterprises.</li> <li>Influence activity and skills investment to address skills gaps and the skills needs that have been identified as our economy grows and evolves.</li> <li>Work with partners to improve resilience, particularly in areas of greatest deprivation.</li> <li>Utilise our property assets and work with private sector landowners and developers to maximise sustainable development opportunities in our area.</li> <li>Secure sufficient financial resources through our External Funding team with specific focus on emerging Scottish and UK Government funding streams.</li> <li>Work with business to improve productivity and innovation through progressive workplace policies.</li> </ul>	9 High
	<p>The council fails to meet statutory and legislative duties in respect of public protection.</p> <p><b>Council Top Risk</b></p>	12 High	<ul style="list-style-type: none"> <li>Responsive public health service and inspection programme in place including food hygiene, health and safety enforcement and advisory service, contaminated land and air quality, private sector housing stock</li> <li>Ongoing review of contaminated land strategy and maintenance of register of contaminated land</li> </ul>	9 High



Risk Category	Key risk	Inherent Risk Score	Sample of Controls	Residual Risk Score
			<ul style="list-style-type: none"> <li>Agreed programme of business compliance visits and Health and Safety Welfare inspections and follow up visits carried out throughout the year, targets for inspections set and closely monitored</li> <li>Partnership working with police Scotland and National Health Service</li> <li>Raising awareness of current scams and frauds being perpetrated in the local community</li> </ul>	
	Failure to ensure the health, safety and wellbeing of employees and the protection of service users and members of the public in the delivery of council services. <b>Council Top Risk</b>	20 Very high	<ul style="list-style-type: none"> <li>Occupational Health and Safety Management System embedded throughout Resource</li> <li>Risk Assessments and Safe Systems of Work and associated local management procedures developed and implemented</li> <li>Resource, Service and Trade Union communication and consultation arrangements in place</li> <li>Health and Safety Training matrices (Specific training requirements for employees at Service level within the Council)</li> <li>Programme of Health and Safety Audits and Inspections undertaken</li> </ul>	8 High
	Failure to achieve the outcomes of the Community Plan. <b>Council Top Risk</b>	20 Very high	<ul style="list-style-type: none"> <li>Partners signed up to Community Plan 2022 to 2032 and have agreed to mainstream the Sustainable Development Goals to work on the Partnership</li> <li>Governance arrangements via the Community Planning Partnership Board</li> </ul>	8 High

Risk Category	Key risk	Inherent Risk Score	Sample of Controls	Residual Risk Score
			<ul style="list-style-type: none"> <li>Regular progress reporting to Resource Management Team/Corporate Management Team/Committee</li> <li>Community Planning Risk Register maintained and monitored</li> </ul>	
	Failure to achieve the outcomes of the Council Plan. <b>Council Top Risk</b>	20 Very High	<ul style="list-style-type: none"> <li>Annual performance reporting</li> <li>Governance arrangements via the Executive Committee, Performance and Review Scrutiny Forum and Community and Enterprise Resource Committee</li> </ul>	8 High
	Increased costs providing winter maintenance <ul style="list-style-type: none"> <li>Failure to provide essential services during periods of extreme winter weather.</li> </ul>	12 High	<ul style="list-style-type: none"> <li>Effective management of existing budget resources through regular reporting and dialogue with Executive Director Finance and Corporate</li> <li>Salt stocks and storage capacity</li> <li>Winter weather procedures, winter service policy and ops manual</li> <li>Daily winter task force meetings held during periods of extreme weather to ensure service delivered in most efficient and effective way</li> <li>Implementation of the actions arising from the review of winter maintenance</li> </ul>	8 High

### Appendix 3 – Comparison of the 2022 and 2023 Resource risk register

Risk Category	2023 Risk description	2022 Residual risk score	2023 Residual risk score	Change in residual risk scores	Key changes
	Reduction in external funding and fees/income received by the Council, as well as the increased demand for services and increased cost of services including impact of price increases and inflation results in increasing budget gaps. <b>Council Top Risk</b>	20	20	=	Wording updated to remove effects of pandemic.
	The Council is unable to support households significantly impacted by the cost-of-living crisis resulting in increasing levels of poverty, debt and damage to health. <b>Council Top Risk</b>	20	20	=	
	Changes in the response to automatic fire alarms by the Scottish Fire and Rescue Service within the council's non-domestic estate. <b>Council Top Risk</b>	N/A	16	New risk	This new council top risk is to ensure appropriate mitigation measures are being put in place including measures to investigate potential fires and associated training for relevant officers.
	The Council fails to deliver the objectives of the Community Wealth Building Strategy. <b>Council Top Risk</b>	16	16	=	

Risk Category	2023 Risk description	2022 Residual risk score	2023 Residual risk score	Change in residual risk scores	Key changes
	The provision of council services is disrupted because of industrial action <b>Council Top Risk</b>	N/A	16	New risk	This council top risk has been added to the register to reflect industrial action undertaken in the FWG service this financial year
	Inability to deliver sustainable development and climate change objectives and timescales in such a way to support a fair and just transition. <b>Council Top Risk</b>	15	15	=	Wording expanded to include timescales in such a way to support fair and just transition.
High	The council does not have the appropriate emergency/business continuity plans; contingency arrangements or partnerships in place to respond to/or recover from a pandemic/endemic event. <b>Council Top Risk</b>	12	12	=	
	Fraud, theft, organised crime and cyber attacks. <b>Council Top Risk</b>	12	12	=	
	Information governance not subject to adequate control. <b>Council Top Risk</b>	12	12	=	
	Failure to work effectively with the private sector to support local businesses, town centres and the rural economy.	12	12	=	

Risk Category	2023 Risk description	2022 Residual risk score	2023 Residual risk score	Change in residual risk scores	Key changes
	Inability to maintain infrastructure, assets and property in a safe and well-maintained condition and failure to achieve objectives of asset/property reviews. <b>Council Top Risk</b>	N/A	9	New risk	This new council top risk recognises the current and potential deterioration in the condition of the council's infrastructure, properties and assets due to available funding and investment. The risk incorporates two previous Community and Enterprise Resources high scoring risks, failure of unrestricted substandard bridges and failure to improve SLC infrastructure.
	Lack of capacity and skills to meet increased service demands. <b>Council Top Risk</b>	9	9	=	
	IT development and functionality does not support service delivery to secure efficiencies. <b>Council Top Risk</b>	9	9	=	The risk description has been amended to cover service delivery not securing efficiencies.
	Increasing levels of adverse weather. <b>Council Top Risk</b>	9	9	=	Risk updated to cover potential damage to council properties and Housing stock from weather related events and is now a joint risk with Housing and Technical Resources.
	Ash Dieback Disease.	9	9	=	

Risk Category	2023 Risk description	2022 Residual risk score	2023 Residual risk score	Change in residual risk scores	Key changes
	Failure to secure external funding, effectively manage funds/maximise investment and failure to agree/implement derelict/contaminated land programme.	9	9	=	Two Economic Development risks covering external funding and derelict/contaminated land have been merged and will be managed by a single set of control measures.
	Impact of Waste Management market changes <ul style="list-style-type: none"> <li>Changes to global economic policy changes resulting in market collapse and inability to dispose of recycled products.</li> </ul>	9	9	=	
	The Council fails to deliver the outcomes of the Economic Strategy. <b>Council Top Risk</b>	N/A	9	New risk	This new council top risk has been added to reflect the significance of this council strategy and the council's pivotal role in economic development activity.
	The council fails to meet statutory and legislative duties in respect of public protection. <b>Council Top Risk</b>	12	9	↓	Risk score lowered to reflect improved establishment position as a result of vacant posts being filled.
	Failure to ensure the health, safety and wellbeing of employees and the protection of service users and members of the public in the delivery of council services. <b>Council Top Risk</b>	8	8	=	

Risk Category	2023 Risk description	2022 Residual risk score	2023 Residual risk score	Change in residual risk scores	Key changes
	Failure to achieve the outcomes of the Community Plan. <b>Council Top Risk</b>	8	8	=	
	Failure to achieve the outcomes of the Council Plan. <b>Council Top Risk</b>	8	8	=	
	Increased costs providing winter maintenance <ul style="list-style-type: none"> <li>Failure to provide essential services during periods of extreme winter weather.</li> </ul>	8	8	=	

# Report

12

Report to:	<b>Community and Enterprise Resources Committee</b>
Date of Meeting:	<b>7 November 2023</b>
Report by:	<b>Executive Director (Community and Enterprise Resources)</b>

Subject:	<b>Community and Enterprise Resources - Notification of Contracts Awarded - 1 October 2022 to 31 March 2023</b>
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## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ provide notification in line with Standing Orders on Contracts to the Committee of all contracts awarded by Community and Enterprise Resources during the period 1 October 2022 to 31 March 2023

## 2. Recommendation(s)

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

- (1) that the details of the contracts awarded be noted.

## 3. Background

3.1. It is a requirement of Clauses 21.8 and 22.5 of the Standing Orders on Contracts that details of the acceptance of all tenders above £50,000 be reported retrospectively to the relevant Committee for noting, other than those under Clause 21.3 where the award is not the lowest in a price only tender, or costs exceed the approved financial provision. In these instances a report is submitted to the appropriate Committee and subsequent authority to award is granted by that Committee.

## 4. Contract Awards

4.1. A full list of contracts awarded during the period 1 October 2022 to 31 March 2023 on the basis of lowest offer and/or most economically advantageous offer submitted, is provided at Appendix 1.

## 5. Employee Implications

5.1. Contracts management including performance appraisal will be undertaken by both the main user Services and Procurement.

## 6. Financial Implications

6.1. There are no financial implications associated with this report which is for information purposes only. Appropriate budgetary provision is available for each of the contracts awarded.

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

7.1. There are no climate or sustainability implications associated with this report which is for information purposes only.



## **8. Other Implications**

- 8.1. There is a risk that failure to report awards may lead to contracts being awarded that do not represent best value, breach statutory procurement obligations and Standing Orders or do not follow internal processes which mitigate the risk.

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

- 9.1. This report does not introduce a new policy, function or strategy nor 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.

**David Booth**

**Executive Director (Community and Enterprise Resources)**

16 October 2023

## **Link(s) to Council Values/Priorities/Outcomes**

- ◆ Accountable, effective, efficient and transparent

## **Previous References**

- ◆ Community and Enterprise Resources Committee – 4 October 2022

## **List of Background Papers**

- ◆ Standing Orders on Contracts

## **Contact for Further Information**

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

Emma Smith, Corporate Procurement and Transactions Manager

Ext:- 5329 (Tel: 01698 455329)

E-mail:- emma.smith@southlanarkshire.gov.uk

## Community and Enterprise Resources

Contracts Awarded over £50,000 in value

Contractor	CRN	Value of Contract Awarded	Date of Award	Brief Description	Contract Period
Hypostyle Architects	SLC/PS/COMENT/22/054	£88,546.50	12/08/2022	Consultancy Services for Lanark Community Shed and Enterprise Space	15/08/2022 – 01/06/2023
Ironside Farrar Ltd	SLC/PS/COMENT/22/061	£51,845.57	12/08/2022	Cunningar Loop Phase 3	12/08/2022-31/12/2024
Hillhouse Quarry Company	SLC/PS/COMENT/17/138/MC Sep22	£50,710.51	17/08/2022	Supply and Delivery of Coated Roadstone	29/08/2022-02/10/2022
Huws Gray Ltd	SLC/PS/COMENT/21/036	£560,000	27/07/2022	Supply and Delivery of Drainage Products	01/08/2022-31/07/2024 Ext 31/07/2026
Hillhouse Quarry Company	SLC/PS/COMENT/17/138	£87,432.06	22/07/2022	Supply and Delivery of Coated Roadstone	07/08/2022-21/08/2022
J H Civil Engineering Ltd	SLC/PS/COMENT/17/089-NI-23-HM-01	£85,061.35	13/07/2022	Mini-competition under Lot: 1 of the Framework for Roads Contractors	07/08/2022 – 02/09/2022
Hillhouse Quarry Company	SLC/PS/COMENT/17/138/MC Jun22	£50,624.63	18/05/2022	Supply and Delivery of Coated Roadstone	29/05/2022 – 23/06/2022
Hillhouse Quarry Company	SLC/PS/COMENT/17/089/NI-23-EK-02	£104,903.07	23/05/2022	Mini-competition under Lot: 1 of the Framework for Roads Contractors	04/07/2022 – 02/08/2022
Hillhouse Quarry Company	SLC/PS/COMENT/17/138/MC Oct22	£109,436.56	01/10/2022	Supply and Delivery of Coated Roadstone	02/10/2022-28/10/2022
Hillhouse Quarry Company	SLC/PS/COMENT/17/138/MC Oct22	£109,436.56	01/10/2022	Supply and Delivery of Coated Roadstone	02/10/2022 - 28/10/2022
J H Civil Engineering Ltd	SLC/PS/COMENT/17/089 - NI-23-HM-02	£59,550.00	06/10/2022	Mini-competition under Lot: 1 of the Framework for Roads Contractors	12/11/2022 - 08/12/2022
Covanburn Contracts Ltd	SLC/PS/COMENT/18/026/MC44	£52,147.08	11/10/2022	NEC3 Engineering and Construction Short Contract for Libberton Primary Play Area	07/11/2022 - 02/12/2022

Contractor	CRN	Value of Contract Awarded	Date of Award	Brief Description	Contract Period
Zap Entertainment Ltd	SLC/PS/COMENT/22/097	£58,531.00	13/10/2022	Christmas Light Switch On 2022	17/10/2022 - 31/01/2023
Hillhouse Quarry Group	SLC/PS/COMENT/17/138	£153,056.25	15/10/2022	Mini Competition from Roadstone Framework for Clydesdale Area	15/10/2022- 15/11/2022
Hillhouse Quarry Group	SLC/PS/COMENT/17/138	£109,436.56	15/10/2022	Mini Competition from Roadstone Framework for East Kilbride Area	15/10/2022- 15/11/2022
Acre Industrial Services Ltd	SLC/PS/COMENT/22/071	£117,000.00	19/10/2022	SLC Gully Tanker/Operator Hire	07/11/2022 - 17/07/2023
Stantec Uk Ltd	SLC/PS/COMENT/22/052	£140,123.00	20/10/2022	SXL Engineering and Technical Consultancy Framework	20/10/2022 - 20/03/2023
J H Civil Engineering Ltd	SLC/PS/COMENT/22/080	£116,427.00	24/10/2022	EK Footway Works 2022-2023 Phase 6	24/10/2022 - 30/12/2022
Motus Commercials	SLC/PS/COMENT/22/098	£113,965.00	25/10/2022	Supply and delivery of Heavy Vehicles	25/10/2022 - 30/04/2023
Chargemaster Ltd	SLC/PS/COMENT/22/1002	£180,612.78	25/10/2022	Installation of Electric Vehicle Charging Points (various locations)	25/10/2022 - 31/12/2025
Landcare Solutions (Scotland) Ltd	SLC/PS/COMENT/18/026/MC45	£156,658.18	26/10/2022	Mini Comp under NEC3 Engineering and Construction Short Contract for Halfway Park Play Area	09/01/2023 - 06/03/2023
Eric Wright Civil Engineering Ltd	SLC/PS/COMENT/21/236	£7,352,308.47	10/11/2022	Clyde Bridge Replacement Project	09/01/2023 - 08/01/2024
Hillhouse Quarry Group	SLC/PS/COMENT/17/138	£97,648.90	15/11/2022	Framework Rates from Roadstone framework for East Kilbride Area	15/11/2022- 15/12/2022
Wm Hamilton & Sons Ltd	SLC/PS/COMENT/22/012	£3,557,494.50	25/11/2022	NEC3 Term Service Option A for Disposal / Recycling of Gully Waste, Street Sweepings and General Road Construction Materials	28/12/2022 - 27/12/2025 Ext 27/12/2027
Covanburn Contracts Ltd	SLC/PS/COMENT/18/026/MC47	£123,262.25	01/12/2022	Symington Play Area	06/12/2022 - 31/03/2023
Covanburn Contracts Ltd	SLC/PS/COMENT/18/026/MC46	£101,776.95	12/12/2022	NEC3 ECSC for Gilmourton Play Area	22/12/2022 - 30/04/2023
Compass Minerals UK Ltd	SLC/PS/COMENT/22/102	£8,754,975.00	09/01/2023	Supply and Delivery of Salt for Winter Maintenance	09/01/2023 - 08/01/2027 Ext 08/01/2028

Contractor	CRN	Value of Contract Awarded	Date of Award	Brief Description	Contract Period
Salt Sales Company	SLC/PS/COMENT/22/102	£8,754,975.00	09/01/2023	Supply and Delivery of Salt for Winter Maintenance - North Area	09/01/2023 - 08/01/2027 Ext 08/01/2028
Joseph Leckie & Sons Contracts Ltd	SLC/PS/COMENT/18/026/MC53	£81,057.20	16/01/2023	NEC3 Engineering and Construction Short Contract for Play Area Barriers and Paths Contract Various Sites	16/01/2023 - 13/03/2023
Electrical Testing Ltd	SLC/PS/COMENT/22/060	£400,000.00	16/01/2023	The Structural Investigation of Lighting Columns	16/01/2023 - 15/01/2025 Ext 15/01/2027
Knight Frank 1	SLC/PS/COMENT/22/122	£55,000.00	25/01/2023	Commercial Real Estate Consultancy Services	26/01/2023 - 26/01/2025
Cromwell Group (Holdings) Ltd	SLC/PS/COMENT/22/018	£80,610.42	02/02/2023	Mini Competition for the Supply and Delivery of Small Tools from SXL 07-17 Trade Materials, Lot 2	01/01/2023 - 30/11/2026
Sportex Group Ltd	SLC/PS/COMENT/22/131	£314,939.93	13/02/2023	Hamilton Palace Sports Grounds	01/03/2023 - 30/06/2023
Hamilton Brothers Engineering Ltd	SLC/PS/COMENT/22/129	£67,127.00	17/02/2023	Supply and Delivery of Grounds Maintenance Equipment Lot 4	17/02/2023 - 31/03/2023
Alex McDougall (Mowers) Ltd	SLC/PS/COMENT/22/129	£67,127.00	17/02/2023	Supply and Delivery of Grounds Maintenance Equipment Lot 4	17/02/2023 - 31/03/2023
Covanburn Contracts Ltd	SLC/PS/COMENT/18/026/MC48	£61,932.97	02/03/2023	NEC3 Engineering and Construction Short Contract for Allison Green Peace Garden Strathaven	02/03/2023 - 12/05/2023
Saint Gobain Ltd	SLC/PS/COMENT/23/020	£240,000.00	02/03/2023	Supply and Delivery of Kerbs and Associated Products	02/03/2023 - 02/03/2026
Covanburn Contracts Ltd	SLC/PS/COMENT/18/026/MC54	£280,305.15	20/03/2023	NEC3 Engineering and Construction Short Contract for Chatelherault Allotment Site	01/03/2023 - 30/05/2023
J H Civil Engineering Ltd	SLC/PS/COMENT/22/147	£179,333.50	31/03/2023	NEC3 Engineering and Construction Contract Option B for Cambuslang Main Street & Streetscape (Phase Two)	31/03/2023 - 28/07/2023

Contract extensions awarded over £50,000 in value

<b>Contractor</b>	<b>Contract Reference</b>	<b>Value of Contract Awarded</b>	<b>Date of Extension</b>	<b>Brief Description</b>	<b>Contract Extension period</b>
North Lanarkshire Council	SLC/PS/COMENT/20/067	£5,600,000	21-Dec-22	Lanarkshire Business Gateway Services	28/02/2023 - 29/02/2024
Various Suppliers	SLC/PS/COMENT/17/089	£10,000,000	31-Dec-22	Roads Contractor Framework	31/12/22 - 29/09/23
Biffa Waste Services Ltd	SLC/PS/COMM/12/004	£7,764,550	01-Feb-23	Management and Operation of Household Waste Recycling Centres	03/02/2023 - 31/03/2024
Calor Gas Ltd	SLC/PS/COMENT/21/149	£80,000	23-Mar-23	The Supply and Delivery of Industrial Gases	31/03/2023 - 31/03/2024
Various Suppliers	SLC/PS/COMENT/17/238	£2,400,000	31-Mar-23	Temporary Traffic Management	31/03/23 - 30/06/23