South Lanarkshire Council

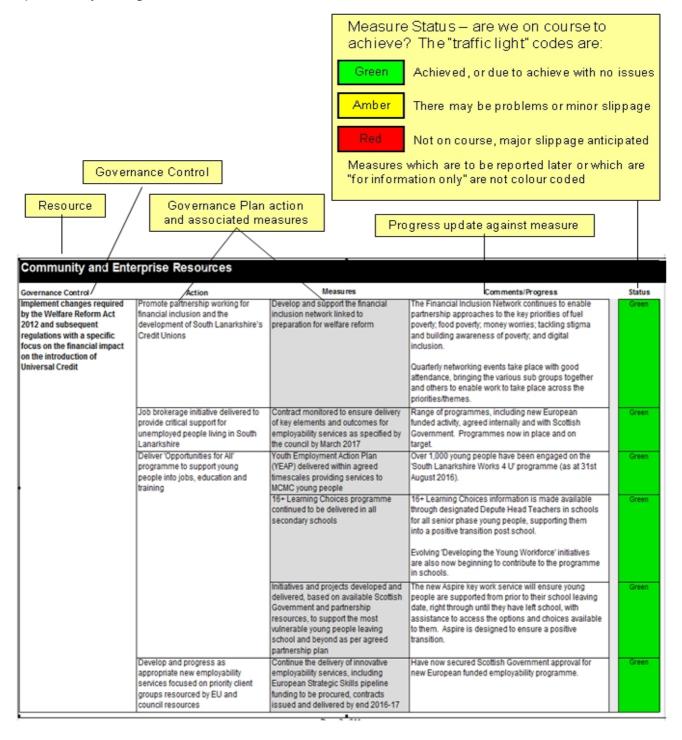## Good Governance Action Plan

improve

Progress Report
Quarter 2 : 2017/18 - April to September

How to use this performance report

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

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

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

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

Governance Control

Resource

Governance Plan action and associated measures

Progress update against measure

Community and Enterprise Resources

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

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

Resource	Green	Amber	Red	To be reported later	Total
Community and Enterprise Resources	23	1	0	0	24
Education Resources	20	0	0	1	21
Finance and Corporate Resources	39	0	0	2	41
Housing and Technical Resources	27	0	0	3	30
Social Work Resources	26	0	0	0	26
Total	135	1	0	6	142

Community and Enterprise Resources

Governance Control	Action	Measures	Comments/Progress	Status
Consider the potential impact on assets owned/managed by South Lanarkshire Council and South Lanarkshire Leisure in relation to Part 5 : Asset Transfer of the Community Empowerment (Scotland) Act 2015	Consider the potential impact of the Community Empowerment (Scotland) Act 2015 in relation to assets owned / managed by SLLC and Facilities, Waste and Grounds Services on a case by case basis	Community Empowerment (Scotland) legislation taken into account, on a case by case basis, when an organisation puts forward a proposal for the public asset transfer of an asset	Planning and Economic Development Services are currently working with 12 organisations at the early stages of the Community Asset Transfer process and the Corporate Working Group is meeting to consider these proposals. One application has been approved by the Housing and Technical Resources Committee on 9 August 2017.	Green
Ensure that the council has a Strategy and Action Plan that promotes sustainable development within service delivery and compliance with public sector climate change duties	Ensure that the council has a strategy and action plan that promotes sustainable development within service delivery and compliance with public sector climate change duties	Implement actions within the Climate Change Duties Compliance Improvement Action Plan within agreed timescales (Resource)	Most actions within the Climate Change Duties Compliance Improvement Plan are either complete or progressing well. Any ongoing actions will be incorporated into the new Sustainable Development and Climate Change Strategy action plan, resulting in one action plan for climate change actions.	Green
		Implement actions within the Climate Change Duties Compliance Improvement Action Plan within agreed timescales (council wide)	Most actions within the Climate Change Duties Compliance Improvement Plan are either complete or progressing well. Any ongoing actions will be incorporated into the new Sustainable Development and Climate Change Strategy action plan, resulting in one action plan for climate change actions.	Green
		Council's performance in complying with public sector climate change duties evaluated and annual statutory Climate Change Duties Report published by 30 November 2017	The annual evaluation of the Council's performance in complying with public sector climate change duties will be carried out in October 2017. The draft annual statutory Climate Change Duties Report is now completed and in the committee process for approval. It will be presented to Executive Committee on 8th November, prior to submission to the Scottish Government by 30th November 2017.	Green
		Participate in 'Climate Ready Clyde' partnership during 2017-18	The Terms of Reference, Memorandum of Understanding, and governance arrangements have now been developed for the partnership. The latest board meeting was held on 6th September 2017 and work has already commenced within the following three sub-groups: Executive; Risk and Vulnerability Assessment; and Impact, Influence and Engagement.	Green

Community and Enterprise Resources

Governance Control	Action	Measures	Comments/Progress	Status
		Sustainable Development and Climate Change Strategy 2017-2022 (and accompanying communications plan) approved by Executive Committee by December 2017	Development of the new strategy is progressing well. The draft strategy has now been approved by the Executive Committee. Consultation to be held during October 2017.	Green
Introduce new waste management initiatives to reduce waste and increase recycling	Introduce new waste management initiatives to reduce waste and increase recycling	Ongoing education and awareness undertaken and waste service procedures reviewed to promote waste minimisation, reuse and recycling within local communities	The Waste service is currently preparing to replace co-mingled recycling with dual stream recycling in flats within the Strathaven area. It is anticipated that this will improve the yields and quality of the recyclable material collected from these properties. The Waste Education team have prepared information that will assist residents make full use of the new recycling system.	Green
		Performance of waste and recycling contracts monitored and internal monthly updates developed on performance within each contract	Regular monthly / bi monthly meetings take place with contractors, and issues relating to performance are monitored. Corrective action is taken on matters raised within monthly reports where necessary.	Green
Glasgow City Region City Deal - Deliver Community Growth Areas City Deal project, development programmes and maximise opportunities to access funding via City Deal Developer Contributions for education, community facilities, roads, infrastructure and housing	Deliver road and transportation infrastructure improvements to support new development, including those undertaken as part of the City Deal	Subject to completion of the relevant assurance processes, progress and deliver two major transport infrastructure projects (i.e. Greenhills Road and Stewartfield Way) in line with agreed programme / profiling	Cathkin Relief Road - presently managing the situation following Land Engineering going into administration. Outstanding defect works instructed and discussions ongoing in relation to longer term maintenance.

Greenhills Road/Strathaven Road - Design and preparatory work is progressing and land negotiations are continuing with owners and are proceeding well. Planning application submitted and we are presently liaising with Transport Scotland over objections received to the Compulsory Purchase Order.

Stewartfield Way - The East Kilbride traffic modelling exercise has been largely completed and a report is being finalised to confirm the way forward. A revised programme will see construction potentially commencing in summer 2022 through to the end of spring 2024. | Green |

IMPROVe - SLC Performance Management System

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Community and Enterprise Resources

Governance Control	Action	Measures	Comments/Progress	Status
	Deliver Community Growth Areas City Deal project	Community Growth Area sites progressed in accordance with criteria and programme specified in South Lanarkshire Local Development Plan and City Deal	The planning permission in principle application for the Hamilton Community Growth Area (CGA) was issued on 11th May 2017.	Green
	Support the Glasgow City Region City Deal development programmes	Provide corporate oversight of City Deal infrastructure, business innovation, and skills and employment programmes, with specific responsibility for progressing business case approvals for Roads and Community Growth Area projects and measurement of economic impact and outcomes	Attendance at the City Deal Lead Officer Group is ongoing, with support provided to the Chief Executives Group and Cabinet as necessary. Business case development ongoing for each project. Outline Business Case for Larkhall CGA approved at the Cabinet in February 2017 and Full Business Case for Newton Park & Ride approved at June 2017 Cabinet. Full business case for Westburn Roundabout being prepared for submission.	Green
Promote high standards of Information Governance including preparation for the introduction of the General Data Protection Regulations (GDPR)	Promote high standards of Information Governance	Information governance self assessment audit checklist to be completed annually and all relevant actions to be implemented	Of the 13 actions identified in the Resource Information Governance Action Plan, two are complete, two are ongoing, and the remainder are progressing. All actions identified for the Resource in relation to the preparations for the General Data Protection Regulations (GDPR) have been completed within the required timescales.	Green
Implement changes required by the Welfare Reform Act 2012 and subsequent regulations with a specific focus on the financial and social impact on the introduction of Universal Credit in October 2017	Oversee implementation of Tackling Poverty Programme	Financial inclusion network linked to preparation for welfare reform developed and supported	Continuing to support the Financial inclusion network and sub groups, and work being progressed via these networks include: refreshing and distributing the Public Online Access maps to all key public offices; the development of staff training modules on digital inclusion and poverty awareness and tackling stigma; and Universal Credit staff awareness events.	Green
Implement the South Lanarkshire Economic Strategy and Tackling Poverty Programme in conjunction with the Community Planning	Implement the South Lanarkshire Economic Strategy in conjunction with Community Planning Partnership and other partners	Promote the South Lanarkshire Economic Strategy, implement associated actions in the Sustainable Economic Growth Partnership Improvement Plan, and report to the Sustainable Economic Growth Board	There have been two further meetings of the Sustainable Economic Growth Board and work continues to embed the priorities of the Board and Economic Strategy into the new Local Outcomes Improvement Plan.	Green

Community and Enterprise Resources

Governance Control	Action	Measures	Comments/Progress	Status
Partnership and other Partners	Oversee implementation of Tackling Poverty Programme	Tackling Poverty Programme 2017-18 presented to Sustainable Economic Growth Board for approval by September 2017, and implemented thereafter	The Tackling Poverty Programme 2017-18 has been presented to the Sustainable Economic Growth Board partners and delivery partners will be reporting half year progress in October 2017.	Green
		Report on impact of Tackling Poverty Programme 2016-17 presented to Sustainable Economic Growth Board by September 2017	A full annual report on the impact of the Tackling Poverty Programme 2016-17 has been produced and presented to the Board. This included a number of case studies providing valuable insight into the impacts of the programme on individuals, families and communities. 87% of targets were achieved or exceeded, 9% were within 70% of being achieved, and only 4% were less than 70% of being achieved.	Green
Promote resilience/emergency preparedness throughout the council	Promote resilience/emergency preparedness for the council	Increase awareness of resilience/emergency preparedness initiatives/practices within and external to the Council by March 2018	Progress is being made as a result of Council Emergency Management Team meetings, wider engagement with SLC employees, and SLC representation at (and facilitation of) multi agency resilience meetings and events at local, regional and national level. Notable events include: response to national move to critical (elevated national terror threat level), participation in West of Scotland Regional Resilience Partnership Critical Infrastructure Group, monitoring malware attack upon NHS Lanarkshire, engagement with NLC and NHSL in relation to pandemic preparedness, and inaugural meeting of internal SLC Prevent Working Group.	Green
Strengthen awareness of good governance across the council; promote key governance policies; and ensure all employees have completed mandatory training	Ensure high standards of governance are being exercised	Complete Resource Governance self assessment by due date and develop actions to address non-compliant areas	Resource Governance self assessment from 2016-17 complete and being reported on for Quarter 2. Evaluation of the Resource Governance self assessment process is being undertaken, and a draft timetable has been prepared for the 2017-18 assessment. There are currently two Learn on Line courses identified as mandatory in relation to Information Governance: The Introduction to Data Protection (96.8% completion rate) and Information Governance (98.8% completion rate). Figures as at September 2017.	Green

Community and Enterprise Resources

Governance Control	Action	Measures	Comments/Progress	Status
Implement effective Best Value management arrangements to ensure continuous improvement and efficient and effective service delivery	Implement effective Best Value management arrangements to ensure continuous improvement and efficient and effective service delivery	Engage in self evaluation activity and take forward any improvement actions	The council programme of EMPOWER assessments for 2017-18 is being implemented: the assessment of the Waste Service took place on 9 June 2017; the assessment of the Fleet Service took place on 21 September 2017; and the assessment of the Renewable Energy Fund is ongoing and due for completion by the year end. Resource and Service specific employee survey results have been collated and meetings are being held with Heads of Service to analyse and discuss the outcomes. We continue to meet with service managers on a quarterly basis to identify improvements to the service as a result of complaints.	Green
		Use the results of benchmarking activity (including the Local Government Benchmarking Framework) to inform and improve service delivery	The council's LGBF web report, covering analysis of the council's 2015-16 results, is available to view on the council website. SMT discussed the CER results at their meeting on 13 January 2017. The Improvement Service will share the 2016-17 draft LGBF data with councils on 16 November 2017. The validation process closes on 29 December 2017, and the publication of the final LGBF figures will take place on 26 January 2018.	Green
Promote the council's values and the new Council Plan to all employees, customers and stakeholders after approval by Committee	Deliver the objectives of the Council Plan Connect	Deliver annual Resource Plan and review suite of measures for coverage and relevance	The development of the Resource Plan 2017-18 is complete. It was peer reviewed on 19 April 2017 for coverage and relevance of measures and was approved by the Resource's Senior Management Team on 2 June 2017. The plan is now being implemented and the second quarterly progress report will be discussed at the Executive Director's meeting with the CEO on 13 November 2017.	Green

Community and Enterprise Resources

Governance Control	Action	Measures	Comments/Progress	Status
Analyse the results and develop an Improvement Plan from the 2016 Employee Survey	Analyse the results and develop an improvement plan from the 2016 Employee Survey	Improvement plan developed as an outcome from the 2016 Employee Survey	Results have been compiled and initial analysis undertaken. Meetings have taken place with Heads of Service who in turn have discussed results with their Service Management Teams. Improvement plans are currently being developed.	Green
Manage flooding priorities and deliver prioritised flood protection schemes	Manage flooding priorities and deliver prioritised flood protection schemes	Prioritised flood protection projects / studies delivered by March 2018 in line with available capital / revenue funding	Borgie Glen (Cambuslang) - Inlet trash screen replacement and access improvement works (contract awarded, pre-works to address invasive species have commenced with main works due to start October 2017). Station Gate (Netherburn) - Creation of flood storage areas and watercourse diversion works (awaiting SEPA licence, scope of work has been amended and mini-tender will be carried out in September 2017). Coulter - Installation of flood fencing to divert flood flows away from properties and roads (design to be finalised and landowner agreement required, then mini tender to appoint contractor). Jervsiwood Drive, Cleghorn - Use of Groundwater Dynamics technique to increase infiltration potential within agricultural land to reduce flood risk from overland flow (sole supplier paperwork approved, test drilling completed and design underway). Purchase of flood barriers for use at Rosebank/A72 and other locations as required. Project at Hallside Burn (Halfway), proposed to be carried out by Dundas Homes on behalf of Council as part of their development, has been postponed due to landownership issues.	Green

Community and Enterprise Resources

Governance Control	Action	Measures	Comments/Progress	Status
Prepare for the implementation of the replacement corporate Electronic Document and Records Management System (EDRMS) and workflow software	Prepare Resource for the implementation of the replacement corporate electronic document and records management system (EDRMS) and workflow software	System familiarisation, document and data mapping and migration, fileplan set up, correspondence workflow specification developed and tested, procedures revised, and training delivered (all by December 2017)	There have been further delays with the EDRMS contract award, following approval of the business justification in July 2017. Contract negotiations still ongoing and project implementation plan still to be developed. Estimated revised system implementation date now June 2018. Project milestone date to be updated from December 2017 to June 2018.	Amber

Education Resources

Governance Control	Action	Measures	Comments/Progress	Status
Ensure that the council has a Strategy and Action Plan that promotes sustainable development within service delivery and compliance with public sector climate change duties	Continue to engage young people, pupils and the wider community in environmental education through Eco schools and similar programmes	Further embed climate change awareness and sustainability through Curriculum for Excellence	Increasingly, schools will incorporate sustainability content into their curriculum, using programmes and initiatives to support their work. This will be supported by the Curriculum and Quality Improvement Service throughout session 2017-18.	Green
		Continue to increase climate change awareness and sustainability in education establishments	Schools will incorporate climate change awareness content into their curriculum, using programmes and initiatives to support their work. This will be supported by the Curriculum and Quality Improvement Service throughout session 2017-18.	Green
		Continue to support involvement in programmes and initiatives that help reduce climate change including Eco-schools programme; Earth Hour and Globally Aware Schools	Schools continue to support involvement in programmes and initiatives that help reduce climate change. This will continue to be supported by the Curriculum and Quality Improvement Service throughout session 2017-18.	Green
	Implement the Climate Change Duties Compliance Improvement Action Plan	Implement actions within the Climate Change Duties Compliance Improvement Action Plan within the agreed timescales	Identified actions progressing as appropriate for implementation within agreed timescales. Further update will be provided at Quarter 3.	Report Later
Glasgow City Region City Deal - Deliver Community Growth Areas City Deal project, development programmes and maximise opportunities to access funding via City Deal Developer Contributions for education, community facilities, roads, infrastructure and housing	Monitor the efficient use of the secondary school estate to meet developing needs	Maximise funding streams through City Deal / Developer Contributions to meet increasing pupil population in the secondary school estate as a result of Community Growth Areas	Development of additional accommodation brief for Holy Cross High School expansion which will be presented to Corporate Management Team during Quarter 4.	Green
	Monitor the efficient use of the primary school estate to meet developing needs and provide accommodation solutions where required to meet growth and capacity pressures	Develop effective solutions, funded via City Deal / Developer Contributions, for early years and primary school estate to meet the increasing pupil population as a result of Community Growth Areas	Work ongoing to identify timetable of requirements for additional infrastructure requirements to cope with the Larkhall Community Growth Area.	Green
	Maximise Developer Contributions to mitigate the impacts of housing developments on education accommodation (Early Years, Primary and Secondary estate)	Work collaboratively with Planning Services to negotiate the maximum external funding contributions via developers using Education Resources' agreed methodology	Ongoing exercise to respond to planning consultation and liaison with Planning Services to ensure appropriate contributions are requested from developers to meet the emerging need for additional educational facilities as a result of additional house building.	Green

Education Resources

Governance Control	Action	Measures	Comments/Progress	Status
Promote high standards of Information Governance including preparation for the introduction of the General Data Protection Regulations (GDPR)	Promote high standards of Information Governance	Information governance self assessment audit checklist to be completed annually and all relevant actions to be implemented	The Information governance self assessment audit checklist used at establishment level at the start of session. On track to meet the requirements in the council's General Data Protection Regulations Action Plan.	Green
Monitor the impact of the Pupil Equity Fund to ensure schools deliver activities and interventions aimed at raising attainment for children affected by poverty through school improvement plans	Continue to achieve equity by 'closing the attainment gap' and meeting the aspirations of the Pupil Equity Fund	Provide support to schools in effective use of Pupil Equity Funding to help close the poverty attainment gap	Advice and guidance has been issued to all establishments to support the management of Pupil Equity Funding (PEF). Establishments have also been asked to outline their plans for the spend in their School Improvement Plans. Link Officers have begun to use this information to support schools. In addition to the initial advice given schools have been given additional guidance about the ongoing monitoring of their spend and will be asked for updates as the session progresses. Schools who have opted in to the newly established SLC Tracking and Monitoring approach will also be able to access support measuring the impact of PEF spend.	Green

Education Resources

Governance Control	Action	Measures	Comments/Progress	Status
	Promote development of the right range of skills, qualifications and achievements to enable all learners to succeed	Deliver an inclusive learning offer through Pupil Equity Funding to young people in S2/S3	A range of offers have been presented to school establishments in support of the addressing the attainment gap. The offers include the Duke of Edinburgh Awards Scheme, Pathway to Alternative Curricular Education (PACE), Positive Learning with Universal Support (PLUS), Equate, Soccerworx and Danceworx, and various accredited learning offers such as HSK Mandarin, Youth Achievement Awards, Dynamic Youth Awards and Award Scheme Development and Accreditation Network (ASDAN) awards. The inclusive learning offers seek to engage young people through different learning styles that complement their abilities and styles of learning, supporting them to choose a path of learning that leads them to further learning opportunities, engagement with the curriculum and raised aspirations. These offers will be monitored across Quarter 3 and a further report will be provided during Quarter 4.	Green
	Ensure the implementation of Pupil Equity Funding to target the most deprived children and promote equity	Issue advice and guidance to establishments to support their management of Pupil Equity Funding	Advice and guidance has been issued to all establishments to support the management of Pupil Equity Fund (PEF). Establishments have also been asked to outline their plans for the spend in their School Improvement Plans. Link Officers have begun to use this information to support schools. In addition to the initial advice given schools have been given additional guidance about the ongoing monitoring of their spend and will be asked for updates as the session progresses. Schools who have opted into the newly established South Lanarkshire Council Tracking and Monitoring approach will also be able to access support measuring the impact of PEF spend.	Green

Education Resources

Governance Control	Action	Measures	Comments/Progress	Status
		Monitor the impact of Pupil Equity Funding through our revised Standards and Quality reporting framework	The revised Standards and Quality reporting framework has been designed to incorporate a section for establishments to review the impact of Pupil Equity Fund (PEF). Establishments are aware of this requirement and how it links to the plans set out in their School Improvement Plans. In addition to this schools have been given advice about the ongoing monitoring of PEF and will be asked for updates throughout the session.	Green
Early Learning and Childcare – take forward proposals to increase early learning and childcare for 3 and 4 year olds and vulnerable two year olds (1140 hours) by 2020	Progress the Scottish Government's commitment to increase nursery hours for three and four year olds and eligible two year olds by August 2020	Continue to engage with children and families to get their views on the roll-out of additional hours for Early Learning and Childcare	Phase 1 implemented from August 2017.	Green
		Ensure partner contracts for 600 hours Early Learning and Childcare is revised with a new contract established for one year 600 hours and 1140 hours future delivery	Work has commenced with partner providers to ensure a revised contract is completed for use in August 2018.	Green
		Develop and implement a strategy and action plan to support the provision of Early Learning and Childcare accommodation/facilities for young children and to support families in allowing parents to work, train or study	Updated infrastructure requirements submitted as part of larger return to Scottish Government to enable the authority to deliver 1140 hours from August 2020.	Green
Implement the South Lanarkshire Economic Strategy and Tackling Poverty Programme in conjunction with the Community Planning	Continue to work with partners to provide intensive support to vulnerable families	Continue to progress a coherent and consistent approach to support vulnerable children and young people on mental health related matters	Consultation with multi-agency colleagues leading to an agreement that an Education Mental Health Liaison Group will be established. This group will include key practitioners with the aim of meeting 3 times per year as well as exchanging information electronically.	Green

Education Resources

Governance Control	Action	Measures	Comments/Progress	Status
Partnership and other Partners	Continue to further develop strategies to support and include young people, tackling local and national disadvantage and deprivation	Provide supportive opportunities to young people regarding issues such as housing, financial literacy, homelessness, life skills, mental health and accessing services	To date, 693 young people have been supported to tackle issues affecting their life chances and life choices. Youth Learning Service (YLS) continue to offer/provide information to young people on issues of importance to them such as housing, financial literacy, life skills and how to access these services on a systematic and regular basis. On request YLS staff will often accompany young people to an appointment with a service provider. Also on request YLS staff will often mediate for young people with a service provider. Universal Connections (UC) and Active Breaks employees continue to provide ongoing support, information and direction to young people on a wide range of social anxieties and emotional issues. Activities provided enable staff to engage positively with young people offering support and guidance to those in need. Some of the key interventions and supports have included individual young people experiencing homelessness receiving crisis support, young people completed Managing own Money unit as part of Personal, Social and Development award, young people involved in one-to-one support around mental health.	Green
Strengthen awareness of good governance across the council; promote key governance policies; and ensure all employees have completed mandatory training	Ensure high standards of governance are being exercised	Complete Resource Governance self assessment by due date and develop actions to address non-compliant areas	Resource Governance Self Assessment was completed during April 2017.	Green

Education Resources

Governance Control	Action	Measures	Comments/Progress	Status
Implement effective Best Value management arrangements to ensure continuous improvement and efficient and effective service delivery	Implement effective Best Value management arrangements to ensure continuous improvement and efficient and effective service delivery	Engage in self evaluation activity and take forward any improvement actions	The Curriculum and Quality Improvement Service (CQIS) conducts an annual audit which is then used for self evaluation activity and to inform improvement actions. Using the audit, the team produces an improvement plan with key priorities identified for each work stream. These are made available for establishments to access and are subject to regular review. In addition to the plans produced, Lead Officers have also contributed to the South Lanarkshire Council Improvement Plan submitted to the Scottish Government in September 2017.	Green
		Use the results of benchmarking activity (including the Local Government Benchmarking Framework) to inform and improve service delivery	Results from benchmarking activity are used by staff teams to inform and improve service delivery.	Green
Promote the council's values and the new Council Plan to all employees, customers and stakeholders after approval by Committee	Deliver the objectives of the Council Plan Connect	Deliver annual Resource Plan and review suite of measures for coverage and relevance	The Education Resource Plan 2017-18 is complete. Approval will be sought from the Education Resources Committee once the new Council Plan Connect 2017-22 has been presented for approval at the Executive Committee. Thereafter it will be published on the council's website.	Green

Finance and Corporate Resources

Governance Control	Action	Measures	Comments/Progress	Status
Implement a Local Outcomes Improvement Plan as required by Part 2 : Community Planning of the Community Empowerment (Scotland) Act 2015	Implement the provisions of the Community Empowerment Act	Progress work in relation to the council's response to the Community Empowerment (Scotland) Act 2015	The council is fully compliant with those aspects of the Community Empowerment Act which have been enacted.	Green
Ensure that the council has a Strategy and Action Plan that promotes sustainable development within service delivery and compliance with public sector climate change duties	Implement the Climate Change Duties Compliance Improvement Action Plan	Implement actions within the Climate Change Duties Compliance Improvement Action Plan within the agreed timescales	Increasing staff awareness of Climate Change Duties Compliance through briefings.	Green
	Support the council's Sustainable Development Strategy	Promote sustainable travel by employees through the efficient use of fleet vehicles, greater use of public transport, car sharing, walking and cycling	Cycle to Work Scheme ran from May to July 2017 with 95 employees participating in the scheme.	Green
Promote high standards of Information Governance including preparation for the introduction of the General Data Protection Regulations (GDPR)	Promote high standards of Information Governance	Take forward a programme of improvement actions in support of the Information Strategy, Records Management Plan and Internal Audit Plan	The draft refresh of the Information Strategy was submitted to the Information Governance Board on 20 September 2017. The refreshed Strategy will include an updated improvement Action Plan to incorporate actions from the Strategy, the Records Management Plan and Internal Audit Plan. All actions from the previous Action Plan are progressing as per the Plan.	Green
		Continue to develop South Lanarkshire Council's Records Management Plan following the Keeper's Assessment	A report was submitted to the Corporate Management Team on 21 September 2017 with an update on the Keeper's Assessment Report of the council's Records Management Plan (RMP).

The areas mentioned by the Keeper for improvement will be incorporated into the Information Strategy Action Plan which is currently being considered by the Information Governance Board.

The council will also be required to submit a Progress Update Report (PUR) to the Keeper one year after the RMP's approval date. This will be part of the RMP's development. | Green |

Finance and Corporate Resources

Governance Control	Action	Measures	Comments/Progress	Status
		Continue to strengthen the good information governance culture in the council through the continued programme of communication to promote the themes of the Information Strategy, Information Security and Records Management Plan	An employee communication concerning "Managing the Shared Network" has been prepared and is awaiting approval for circulation. Thereafter, another topic will be developed for communication.	Green
		Information governance self assessment audit checklist to be completed annually and all relevant actions to be implemented (Resource)	Actions arising from the checklist process of 2016-17 are being addressed. The Information Governance Board will monitor the preparation for the checklist for 2017-18.	Green
		Information governance self assessment audit checklist to be completed annually and all relevant actions to be implemented (council-wide)	As reported in the Q1 update, all Resources are addressing the action points which were identified during the Information Governance Self Assessment audit Checklist process of 2016-17. Preparation work for the Annual Checklist Assessment for 2017-18 will commence towards the end of the calendar year with the final checklist being signed off by the end of the financial year.	Green
	Compliance with statutory response timescales for information in terms of FOISA, EI(S)Rs and for subject access requests under the DPA	Assist the council in relation to preparations for the implementation of the General Data Protection Regulation on 25 May 2018. Including the provision of legal advice and supporting guidance on behalf of the Information Governance Board (IGB). Provide general support to the IGB in its administration. Monitor progress and provide quarterly updates to the Corporate Management Team	Work ongoing. Quarterly update report to Corporate Management Team in June 2017 with updated Action Plan.	Green

Finance and Corporate Resources

Governance Control	Action	Measures	Comments/Progress	Status
Monitor the impact of the Pupil Equity Fund to ensure schools deliver activities and interventions aimed at raising attainment for children affected by poverty through school improvement plans	Lead on the financial management implication of Pupil Equity Funding 2017-18	Issue financial guidance to support financial management arrangements and control and governance requirements of Pupil Equity Funding	Financial guidance issued to schools in support of the financial management arrangements around Pupil Equity Funding (PEF). Financial monitoring continues to track spend and commitment in 2017-18 against PEF allocations.	Green
Early Learning and Childcare – take forward proposals to increase early learning and childcare for 3 and 4 year olds and vulnerable two year olds (1140 hours) by 2020	Support the delivery of Early Years 1,140 hours national priority implementation August 2020	Contribute to the Early Years 1,140 hours strategic review group in Education and support Education Resources on the financial implications of the new Government's priority	The Early Years 1,140 hours Implementation Strategy (Expansion Plans), including associated capital and revenue financial implications was submitted to the Scottish Government in draft form by the end of September 2017.	Green
Implement changes required by the Welfare Reform Act 2012 and subsequent regulations with a specific focus on the financial and social impact on the introduction of Universal Credit in October 2017	Prepare and implement appropriate financial strategies taking account of economic conditions and local government settlements	Manage the implementation of Welfare Reform throughout the council, including leading the council's Welfare Reform Monitoring Group	Preparations on track for go live in October 2017.	Green
Implement the South Lanarkshire Economic Strategy and Tackling Poverty Programme in conjunction with the Community Planning Partnership and other Partners	Provide an effective research and intelligence service to support council decision-making by the council and its partners	Provide briefings, reports and analysis as required on social, economic and demographic circumstances, issues and trends – and on policy issues - that may impact on the council, its communities and services	A range of briefings have been provided to the Chief Executive and various reports on the Statistical Information Portal have been produced. In terms of the subjects covered by these reports, they included briefings on homelessness, digital inclusiveness for vulnerable people, the Scottish Welfare Fund and Welfare Reform. There were also reports on the Scottish Government's Poverty Adviser's reports on 16-24 year olds and on their Inclusive Growth Strategy.	Green

Finance and Corporate Resources

Governance Control	Action	Measures	Comments/Progress	Status
Review the council's approach to Public Performance Reporting to meet the requirements of the new Accounts Commission Direction	Review the council's approach to performance management on an ongoing basis	Continue to appraise the council's approach to Public Performance Reporting (PPR) taking account of Audit Scotland's Direction	Our Annual Performance Report 2016-17 is being finalised and is due to be presented to the Corporate Management Team and the Executive Committee, with publication on the council's website expected in November 2017. Preparations are ongoing to ensure that we continue to comply with the Accounts Commission Direction regarding public performance reporting requirements.	Green
Implement and monitor new Corporate Risk Workplan	Ensure high standards of governance are being exercised	Review of the council's top risks to be completed	Review of risks completed. Report to the Corporate Management Team is scheduled for 19 October 2017.	Green
		Develop and deliver the annual council Governance Statement by due date (council-wide)	The Governance Statement has been submitted for inclusion into the accounts by the statutory deadline of 30 September 2017. Preparations are being made for the 2017-18 Annual Governance Statement.	Green
		Complete Resource Governance self assessment by due date and develop actions to address non-compliant areas (Resource)	Work on the 2017-18 Governance Self-Assessment/Statement of Assurance will begin during October 2017. The Resource will monitor and report on the governance improvement areas identified as a result of the 2016-17 Self-Assessment.	Report Later
	Promote high standards of Information Governance	Support the continued learning and development of our employees in the area of information governance	Further development of the Learn On Line (LOL) suite of courses has taken place. Two courses have recently been updated – Identifying Information Requests and Handling Information Requests. A new course on the subject of Cyber Information Security is being initiated. An overview of the entire information management module of LOL courses is taking place with colleagues in Learning and Development.	Green
Implement effective Best Value management arrangements to ensure continuous improvement	Implement effective Best Value management arrangements to ensure continuous improvement and efficient and effective service	Lead, facilitate and contribute to best practice, self evaluation and improvement activity across the council and with other agencies	The Risk-based Self-Assessment and Improvement Programme for 2017-18 has been approved by the Corporate Management Team. Officers will take steps to ensure that the programme is progressed.	Green

Finance and Corporate Resources

Governance Control	Action	Measures	Comments/Progress	Status
and efficient and effective service delivery	delivery	Engage in self evaluation activity and take forward any improvement actions (Resource)	No assessment activity was planned for this period. Services continue to take forward improvement actions identified as a result of previous self evaluation activity. Reports on completed assessments will continue to be presented to the Finance and Corporate Resource Senior Management Team.	Green
		Engage in self evaluation activity and take forward any improvement actions (council wide)	From the approved programme for 2017-18, two assessments have already been completed - Waste and Fleet. Services continue to take forward improvement actions identified as a result of previous self evaluation activity. An annual update will report on progress.	Green
		Ensure that the planned scrutiny activity arising from the Local Scrutiny Plan based on the shared risk assessment process is addressed	The Local Scrutiny Plan (LSP) for 2017-18 did not identify any risk-based scrutiny for the council therefore no specific actions were required as a result. The LSP has been reported to Corporate Management Team (14 September 2017) and the Performance and Review Scrutiny Forum (31 October 2017).	Green
		Use the results of benchmarking activity (including Local Government Benchmarking Framework) to inform and improve service delivery (Resource)	The latest results (2015-16) have been analysed with improvement actions identified, where applicable. The draft 2016-17 results will be available early 2018 for analysis and comment.	Green
		Use the results of benchmarking activity (including Local Government Benchmarking Framework) to inform and improve service delivery (council-wide)	The latest results (2015-16) have been analysed with improvement actions identified, where applicable. The draft 2016-17 results will be available early 2018 for analysis and comment.	Green

Finance and Corporate Resources

Governance Control	Action	Measures	Comments/Progress	Status
		Lead the council's approach to benchmarking based on Local Government Benchmarking Framework Family Group activity, case studies and other benchmarking activity	Annual learning events covering most indicators are planned during 2017-18 and any emerging areas of good practice will be studied for potential adoption in South Lanarkshire. The Improvement Service has prioritised expanding the suite of measures relating to children and young people. Measures are being developed in discussion with Social Work Scotland and the Association of Directors of Education in Scotland (ADES).	Green
Identify, implement and maximise council wide efficiency reviews	The Corporate Management Team (CMT) will identify, recommend, monitor and report on the delivery of efficiency reviews	Conclude and report on Efficiency reviews through CMT and onwards in savings packages before setting of budget by March 2018	Reviews continue to be considered by CMT. Savings package will be presented to elected members later in the year.	Green
	Prepare and set Revenue Budget and declare Council Tax by statutory date. Ensure link with budget and service planning	Declare Council Tax and obtain council approval of budget by February	Declaration of Council Tax and the approval of the 2018-19 Budget will be reported at a later date.	Report Later
	Implement Efficient Government Policy and Action Plan	Prepare an annual Efficient Government Statement by due date showing levels of efficiencies achieved	The Annual Efficiency Statement is complete and was submitted to COSLA in line with timescales set. It was presented to Executive Committee on 30 August 2017.	Green
Develop and implement the council's financial situation in the context of local government economic and budgetary control, including preventative and collaborative spend and raise awareness of overall potential impact	Prepare and implement appropriate financial strategies taking account of economic conditions and local government settlements	Complete the update of 2018-19 financial strategy by summer 2017	The update of the 2018-19 Financial Strategy was presented to Executive Committee on 26 June 2017.	Green
		Ensure ongoing effective communication and consultation on financial issues with elected members and Executive Directors	Financial Strategy agreed by the Executive Committee in June 2017. A further report will be presented at the Members Seminar in November 2017.	Green

Finance and Corporate Resources

Governance Control	Action	Measures	Comments/Progress	Status
Continue the review of the council's online forms to ensure compliance with recommended best practice guidance	Ensure that the council's website facilitates effective communications between customers and the council	As more residents access the website through mobiles and tablets, review structure and edit content to meet users' needs and priorities, including regular user experience testing, surveys and focus groups with employees and members of the public	Progress continues as part of the daily business of the Communications and Strategy Team in line with the aspirations of Resources in this area of work.

Online form work completed in this quarter is 'Content for changing your council tenancy' and 'Ordering new recycling bins/food liners'. These have been reviewed and updated and continued content reviews and user testing sessions carried out on myaccount. | Green |
| **Provide elected members with the necessary training and support on an ongoing basis to ensure they are clear about their own roles and responsibilities and how those roles differ from the roles and responsibilities of officers** | Provide support to elected members | Deliver an ongoing learning and development programme for elected members throughout the year | Initial induction training has been completed for elected members as well as access to Learn on Line and the Improvement Service masterclasses. Arrangements currently being undertaken for further awareness sessions. | Green |
| | | Provide ongoing IT support to elected members, particularly in relation to the roll out of the tablet devices | There were 82 faults logged and dealt with on behalf of Elected Members from 25 July to 2 October 2017. These faults included issues with Dell Venue 11 Pro Tablets, no WI-FI connection, emails not being received via Smartphone and requests for roaming facility on Smartphone if Elected Members are going abroad. | Green |
| | Raise awareness of equality obligations throughout the council | Equalities training will be provided to employees and elected members via a combination of e-learning and one to one training | Training will be provided to elected members as required and to ensure they can fulfil their roles. EqIA refresher courses have been delivered to support staff completing savings impact assessments.

Diversity Awareness training has been delivered to modern apprentices and Disability Awareness continues to be delivered to taxi drivers. | Green |
| **Council's Code of Conduct to be re-issued to all staff with a revised process in relation to conflicts of interest** | Council's Code of Conduct to be reviewed | To be circulated to all staff by the end of the financial year | Update on conflict of interest and changes required to the Council's Code of Conduct was presented to the Executive Committee on 27 September 2017. | Green |

Finance and Corporate Resources

Governance Control	Action	Measures	Comments/Progress	Status
Promote the council's values and the new Council Plan to all employees, customers and stakeholders after approval by Committee	Deliver the objectives of the Council Plan Connect	Deliver annual Resource Plan and review suite of measures for coverage and relevance (Resource)	The Finance and Corporate Resource Plan 2017-18 is complete. Approval will be sought from Finance and Corporate Resources Committee once the new Council Plan Connect 2017-22 has been presented for approval at Executive Committee. Thereafter it will be published on the council's website.	Green
		Deliver annual Resource Plan and review suite of measures for coverage and relevance (council-wide)	All Resource Plans for 2017-18 were produced on a consistent basis and in line with the corporate Guidance. Committee approval will be sought once the new Council Plan Connect 2017-22 has been presented for approval at Executive Committee. Thereafter they will be published on the council's website.	Green
	Communicate our vision, values and policies	Continue to promote key strategic plans and strategies	A review of the Council Plan, Connect, has been concluded, with the draft document being presented to the Executive Committee on 8 March 2017. Consultation has continued over the summer and the plan will be promoted extensively to the public and partners once a final version is approved by the new administration.	Green
Review the content and application of local induction checklist for new staff	Local induction checklist for new staff to be reviewed	To be completed by the end of the financial year	The review of the local induction checklist for new staff will commence in October 2017.	Green
Analyse the results and develop an Improvement Plan from the 2016 Employee Survey	Develop and implement Employee Survey Improvement Plans	Develop and implement improvement plans for all resources by March 2018	Resources have developed Improvement Plans in response to the Employee Survey and will implement them by March 2018.	Green
A review of the processes in place for the procurement of goods and services to be undertaken by all Resources to ensure that they continue to apply best practice	Implement the Procurement Strategy Action Plan	Complete actions in action plan within the agreed timescales	All actions within the Procurement Strategy Action Plan undertaken within agreed timescales. The process of review is well underway with activities commenced in all but one council Resource. Work in the remaining Resource will commence before the end of October 2017.	Green

Housing and Technical Resources

Governance Control	Action	Measures	Comments/Progress	Status
Implement a Local Outcomes Improvement Plan as required by Part 2 : Community Planning of the Community Empowerment (Scotland) Act 2015	Monitor and report on Implementation and ongoing development of Community Safety Strategic Framework	Develop and implement Community Safety theme of the LOIP	Draft content of Community Safety theme finalised for inclusion within final LOIP document October 2017. Partners will progress the five priorities and update on progress.	Green
		Partnership to demonstrate progress against priorities	Lead partners for each of the priorities will report on progress made to the Safer South Lanarkshire Steering Group and Board and ultimately to the Community Planning Partnership.	Green
Consider the potential impact on assets owned/managed by South Lanarkshire Council and South Lanarkshire Leisure in relation to Part 5 : Asset Transfer of the Community Empowerment (Scotland) Act 2015	Develop, management and publication of valid Corporate Land and Property Information	Publication of Asset Data	The asset storybook has been published on the council's website in August 2017 and is complete.	Green
Ensure that the council has a Strategy and Action Plan that promotes sustainable development within service delivery and compliance with public sector climate change duties	Maximise the energy efficiency of all operational properties in support of the Carbon Management Plan	% reduction in energy consumption across the energy portfolio	Measure to be reported at year end. Regular monitoring of all utilities, with analysis of highs and lows, is carried out through our Energy Team. Work across our entire portfolio of buildings, both domestic and non-domestic to make them more energy efficient, forms a large part of our annual Housing Investment and Capital Projects.	Report Later
		Agree 2017/18 CEEF programme with CMT	A successful bid to the Scottish Executive in 2004-05 established SLC's Central Energy Efficiency Fund (CEEF). A subsequent report covering 2017 was agreed by CMT in March 2017. Included within our proposed projects were upgrading of LED lights within Principle Offices and installation of PV panels in four of our Primary Schools.	Green
	Implement the Climate Change Duties Compliance Improvement Action Plan	Implement actions within the Climate Change Duties Compliance Improvement Action Plan within the agreed timescales	Awaiting Improvement Action Plan from Community and Enterprise Resources for Housing and Technical Resources to implement actions.	Report Later

Housing and Technical Resources

Governance Control	Action	Measures	Comments/Progress	Status
Promote high standards of Information Governance including preparation for the introduction of the General Data Protection Regulations (GDPR)	Promote high standards of Information Governance	Information governance self assessment audit checklist to be completed annually and all relevant actions to be implemented	Annual Information Governance self assessment for 2016-17 completed and Action Plan developed to progress over 2017-18. General Data Protection Regulations (GDPR) Action Plan is currently being implemented in line with corporate requirements.	Green
Deliver the Strategic Commissioning Plan and Directions required by the Integration Joint Board on Health and Social Care Integration	Ensure effective contribution to health and social care outcomes contained within the Strategic Commissioning Plan	Monitor and report on progress of Housing Contribution Statement to help achieve priority outcomes for health and social care (RP)	Routine updates provided to Health and Social Care Partnership on progress of Housing Contribution Statements.	Green
Implement changes required by the Welfare Reform Act 2012 and subsequent regulations with a specific focus on the financial and social impact on the introduction of Universal Credit in October 2017	Continue to revise systems procedures and approach to reflect full implementation of Universal Credit	Implement action plan on welfare reform	Continue to monitor and review actions.	Green
		Report on progress to Committee throughout 2017/18	Update to Housing and Technical Resources Committee on 4 October 2017.	Green
Undertake a review of the Housing Services Customer Engagement Strategy	Ensure effective engagement with tenants and other customer groups	Develop and implement new Customer/Tenant Engagement Strategy	Draft Customer Involvement Strategy developed. To be issued for 12 week consultation on 30 October 2017.	Green
		Develop and implement new Tenant Scrutiny Framework	Tenant Scrutiny Framework implemented and first scrutiny activity on Letting Standard completed and report received. Programme of scrutiny activity to be developed by February 2018.	Green
Implement the South Lanarkshire Economic Strategy and Tackling Poverty Programme in conjunction with the Community Planning Partnership and other Partners	Continue to improve energy efficiency of housing stock to help address fuel poverty	Assist/support households to access schemes available to help address fuel poverty issues	Measure to be reported at year end.	Report Later
	Continue with physical regeneration work in priority areas	Commence implementation of the Masterplan for regeneration in East Whitlawburn	On programme.	Green
		Continue to develop and implement Sustainable Housing Plans in identified rural areas	Housing plans in place, 1st Quarter review noted some improvements addressing issues identified through community consultation during 2016/17, Quarter 2 review progressing.	Green

Housing and Technical Resources

Governance Control	Action	Measures	Comments/Progress	Status
Strengthen awareness of good governance across the council; promote key governance policies; and ensure all employees have completed mandatory training	Ensure high standards of governance are being exercised	Complete Resource Governance Self Assessment by due date and develop actions to address non-compliant areas (ADM)	2016-17 Self Assessment Checklist and Director's Statement of Assurance approved April 2017. Work on the 2017-18 checklist will commence November 2018.	Green
Implement effective Best Value management arrangements to ensure continuous improvement and efficient and effective service delivery	Implement effective Best Value management arrangements to ensure continuous improvement and efficient and effective service delivery	2017/2018 Quality Assurance Programme developed and approved	The Quality Assurance Programme has been developed, approved and implemented. This includes recurring checks and a selection of identified one off checks. Findings continue to be reported to appropriate managers and to Service Management Teams.	Green
		Overall review of performance management framework including the development of an Executive Dashboard	Executive Dashboard scheduled for completion October 2017.	Green
		Engage in self evaluation activity and take forward any improvement actions	Self evaluation activity is progressing as part of the Service and Resource Planning process including the planned schedule of self evaluation for annual Care Inspectorate assessment of sheltered housing and Housing Support Services.	Green
		Use the results of benchmarking activity (including LGBF) to inform and improve service delivery	The latest results (2015-16) have been analysed with improvement actions identified, where applicable. The draft 2016-17 results will be available early 2018 for analysis and comment.	Green
Identify, implement and maximise council wide efficiency reviews	Commence/complete Efficiency/Service reviews within the Resource	Implement agreed actions following service reviews and report on outcomes to RMT - Factoring	Changes in management were implemented on 4 September 2017. Review of service will now incorporate revised management and operational practices.	Green
		Implement agreed actions following service reviews and report on outcomes to RMT – Building Services and design	Report issued and approved at CMT Efficiencies' Group. Actions being implemented with Phase 1 co-location of staff complete late September 2017.	Green
		Implement agreed actions following service reviews and report on outcomes to RMT – Estates Services	Estates Review now part of the Building Services and Design Review. Actions being implemented with Phase 1 co-location of staff complete late September 2017.	Green

Housing and Technical Resources

Governance Control	Action	Measures	Comments/Progress	Status
		Lead Corporate efficiency review on Property and report to CMT	Report to CMT on 6 July 2017. Actions from CMT report have been incorporated into the overall Property Services Review led by Head of Service. A separate report on Lease Portfolio will be prepared at a future date but we are waiting decisions by Finance and CMT before a report can be finalised. No timescales provided.	Green
Develop and implement the council's financial situation in the context of local government economic and budgetary control, including preventative and collaborative spend and raise awareness of overall potential impact	Ensure effective management of all Resource budgets and Business Plans	Financial reports to RMT and HTR committee on Resource financial position are produced within the agreed timescales and formats	Reports have been presented in accordance with timetable. Next updates due to Housing and Technical Resources Committee 13 December 2017 and Resource Management Team (RMT) 1 February 2018.	Green
		Overall budgetary targets achieved by March 2018	It is anticipated that budgetary targets will be achieved by year end.	Green
		Delivery of targeted agreed efficiency savings	It is anticipated that efficiency targets will be achieved by year end.	Green
Promote the council's values and the new Council Plan to all employees, customers and stakeholders after approval by Committee	Deliver the objectives of the Council Plan Connect	Deliver annual Resource Plan and review suite of measures for coverage and relevance	The Housing and Technical Resource Plan 2017-18 is complete. Approval will be sought from HTR Committee once the new Council Plan Connect 2017-22 has been presented for approval at Executive Committee. Thereafter it will be published on the council's website.	Green
Raise staff awareness in relation to Construction Industry Training Board – Community Benefits in Construction and ensure cohesive corporate reporting in relation to sustainable procurement	Ensure effective awareness briefing sessions are rolled out	Monitor all relevant staff have been briefed	Awareness session has now been carried out in relation to Construction Industry Training Board (CITB) to all relevant staff within Property Services.	Green
	Briefing sessions to staff on revised Procurement duties	Brief staff involved in Procurement process	Staff briefing session has now been carried out to all relevant Property Services staff in relation to procurement process.	Green

Social Work Resources

Governance Control	Action	Measures	Comments/Progress	Status
Implement a Local Outcomes Improvement Plan as required by Part 2 : Community Planning of the Community Empowerment (Scotland) Act 2015	Work with partners to implement the Locality Outcomes Improvement Plan (LOIP)	Annual report is prepared in line with the LOIP timescales	The Health and Social Care Partnership will provide input to the Local Outcome Improvement Plan (LOIP) through the completion of updates against the Health and Care measures within the LOIP.	Green
Ensure that the council has a Strategy and Action Plan that promotes sustainable development within service delivery and compliance with public sector climate change duties	Contribute to the Council's sustainability work	Develop and report on local initiatives involving service users which contribute to the Council's sustainability agenda	The resource continues to contribute to the Climate Change Compliance Improvement Plan in relation to our resource use of energy, fuel consumption, and waste management arrangements. Use of the home care mobile application solution has reduced the use of paper. Continued use of EDRMS has reduced the use of paper and printing requirements.	Green
	Implement the Climate Change Duties Compliance Improvement Plan	Implement actions within the Climate Change Duties Compliance Improvement Action Plan within the agreed timescales	The resource continues to contribute to the Climate Change Compliance Improvement Plan in relation to our resource use of energy, fuel consumption, and waste management arrangements.	Green
Continue to implement the requirements of the Children and Young People (Scotland) Act 2014 in relation to kinship care, continuing care and aftercare	In light of the Children and Young People (Scotland) Act 2014 to review the current approach to aftercare and continuing care as per part 10 and 11 of the Act	Report six monthly to the Children and Justice Services Management Team on the status of the review	A comprehensive report on the impact of part 10 (aftercare) and part 11 (continuing care) of the Act has been submitted to the Chief Social Work Officer with an options analysis, and a hybrid model of planning, support and accommodation for eligible young people has been developed including costs. This is an action from the South Lanarkshire Corporate Parenting Strategy and Action Plan 2015-17.	Green
Prepare for the implementation of the Carers (Scotland) Act 2016	Work in partnership to resource carers appropriately in their caring role	Monitor the implementation of the Carers (Scotland) Act 2016 as it relates to young carers	The Young Carer's Service will take account of Scottish Government Guidance in relation the new Act. Views have been provided to Scottish Government on various elements of the Act. The Young Carer's Service has reviewed it's assessment tool and updated this to ensure that a GIRFEC approach is taken and the possible requirements as stipulated by the Act in relation to the Young Carer's Statement is included. Work is on going through the Carer's Strategy Group to consider preparedness for implementation. Awareness raising and training is also being considered as part of this.	Green

Social Work Resources

Governance Control	Action	Measures	Comments/Progress	Status
	Work in partnership to support carers to continue in their caring role	Quarterly progress on the impact of the implementation of the Carers Strategy for South Lanarkshire 2012-17	South Lanarkshire is a pilot site for the implementation of the new Carers (Scotland) Act. In Quarter 2 a far reaching carers and young carers consultation was undertaken. Results are due in in Quarter 3. The findings will shape the priority areas in the Carers Strategy and the resulting action plan. The new strategy will be completed in draft format in October 2017 in line with the pilot deadline set by The Scottish Government.	Green
	Work in partnership to take forward the Carers (Scotland) Act 2016 within South Lanarkshire	Develop an action plan through The Carers' Strategy Group to take forward the duties contained within the Act	The Carers' Strategy Group is now working towards the implementation of the new Carers (Scotland) Act. A Programme Board has also been established to take forward the Carers (Scotland) Act. A new Carers Strategy for South Lanarkshire is nearing completion (in draft form) and a carers' event is planned in Quarter 3 in the Banqueting Hall, which will also provide the opportunity to consult with carers. This will ultimately help to shape the action plan.	Green
		Establish a Programme Board for the Implementation of the Carers (Scotland) Act	The first meeting of the Programme Board took place in Quarter 2 and regular, four weekly meetings are now in place to assign and monitor areas of work to take forward in relation to the Act.	Green
Promote high standards of Information Governance including preparation for the introduction of the General Data Protection Regulations (GDPR)	Promote high standards of Information Governance	Information governance self assessment audit checklist to be completed annually and all relevant actions to be implemented	Information Governance self assessment completed on revised reporting template. Preparation for GDPR through Information Governance Board. Social Work progressing action plan for GDPR within timescale.	Green
Implement the South Lanarkshire Community Justice Outcome Improvement Plan with a focus on preventing and reducing further offending	Embed the new model for Community Justice in Scotland in South Lanarkshire Justice Services	Provide update reports to the Community Justice Partnership and the Safer South Lanarkshire Board	The community Justice Partnership have held its monthly meeting in June. A report was presented to the Community Planning Partnership in August. The first annual conference of the Community Justice Partnership was held in September. A full report of the conference event will be drafted.	Green

Social Work Resources

Governance Control	Action	Measures	Comments/Progress	Status
	Ensure high standards of compliance are maintained for Community Payback Orders	Increase the programme of activities and personal placements available within the Community Payback Order and feedback to Community Justice Partnership meetings	All service users subject to an Unpaid Work requirement are now undertaking "Other Activities" and these activities are now provided in partnership with, for example, Police Scotland, Venture Trust, Lifelong Learning and through those services which are purchased from SACRO. This is in line with the statutory requirements of the Community Payback Order with an Unpaid Work requirement. There is an increased use of personalised placements.	Green
Deliver the Strategic Commissioning Plan and Directions required by the Integration Joint Board on Health and Social Care Integration	In partnership with NHS Lanarkshire, support the development and implementation of integration arrangements for adult health and social care services	Six monthly partnership performance reports are prepared and submitted to the Performance and Audit Sub Committee/Integrated Joint Board	Performance is being reported through the Performance and Audit Sub Committee(PAC) and the Integrated Joint Board (IJB). The Partnerships first Annual Performance Report will be presented to the IJB at the 30 October meeting.	Green
		Support the development and implementation of the locality planning model	Locality operational structures have been agreed and Locality managers appointed. A Locality Management Group has now been set up to look at other models of integration moving forward. Locality core groups are meeting on a weekly basis to develop resources (mapping existing resources within communities and identifying gaps) within localities.	Green
		Develop and implement locality profiles for each of the four localities to assist with the locality planning process	We have now finalised locality profiles for each of the four localities. This will allow us to see how the data differs from one locality to another. The purpose of these profiles will be to open up discussion in determining where the issues lie for each individual locality. Further to the profiles there is more detailed information on the NEXUS Health and Social Care Strategic Needs Platform, which all Locality Core Group (Management Team) members have access to.	Green

Social Work Resources

Governance Control	Action	Measures	Comments/Progress	Status
	Implement the actions detailed within the Health and Social Care Delivery Plan	Develop trajectories for the 6 areas identified in the Health and Social Care Delivery Plan: Emergency Admissions; Unscheduled Care Bed Bays; Accident and Emergency Attendances; Delayed Discharge Bed Days; End of Life Care; Balance of Care	Draft trajectories have been prepared for the big 6 integration measures and presented to both the NHS Board and also Integration Joint Board. The service redesign required to support the achievement of the trajectories is part of an evolving and developing process. A full driver diagram outlining the contribution of each input/service redesign to the reduction of 48,000 unscheduled bed days has been prepared and has been provisionally agreed, subject to further detailed work with regards to each initiative. This has now been presented and approved by both the Audit and Performance Sub Committee and Integration Joint Board	Green
	Support the implementation of the 6 additional Integrated Joint Board (IJB) Directions for 2017/18	Provide progress reports to the IJB in relation to the six directions as follows: Home Care; Care Pathways; Locality Planning; Demand within Emergency Care Planning; Primary Care Transformation; Local Outcome Improvement Plans (LOIPS)	There has been significant progress against the 6 additional IJB directions as follows: 1) There is a full project plan with associated milestones to implement all aspects of Primary Care Transformation, including a new General Medical Practitioner (GMS) contract 2) The modernisation of care at home services is progressing well, with a number of areas successfully implemented including mobile working and a new contract with the external sector 3) Trajectories with associated improvement actions have now been developed and approved by the IJB for unscheduled care 4) The locality planning model continues to be developed, with all four localities now established and Integrated Health and Social Care Locality Managers appointed 5) Work continues to develop new models of care for bed based resources as part of the ambition to shift the balance of care from acute/residential settings to community based alternatives 6) The Health and Social Care Partnership has been central to the development of the Local Outcomes Improvement Plan (LOIP), particularly the health and care section of the LOIP.	Green

Social Work Resources

Governance Control	Action	Measures	Comments/Progress	Status
Implement the Self Directed Support Strategy and actions arising from the 2013 Act through the development and finalisation of the support plan and appropriate resource allocation system	Implement the requirements of the Self Directed Support Act	Carers module is developed and tested in line with the duties stipulated in the Carers (Scotland) Act 2016 working to the Scottish Government's implementation date of April 2018	The initial review of the Carers Enablement Plan specification (Adult Carer Support Plan) has been completed by IT colleagues. This will be developed and tested in line with the new duties in the Carers (Scotland) Act 2016. Guidance on the Carers (Scotland) Act is still awaited.	Green
		Support Planning Module is further refined and tested before full implementation in 2018	In Quarter 2 further revisions were made to the support plan (working closely with IT colleagues). User Acceptance Testing (UAT) continues with staff in relation to the support plan (L15) and the co-produced assessment (L10). Staff training will continue throughout 2017.	Green
		Develop a reporting system to capture a range of Self-directed Support activity	Reporting mechanisms are being reviewed to tie in with Scottish Government requirements supporting the revised Social Care annual return.	Green
Implement the South Lanarkshire Economic Strategy and Tackling Poverty Programme in conjunction with the Community Planning Partnership and other Partners	Contribute to the tackling poverty agenda	Provide update reports to the Tackling Poverty Programme Board	The Resource continues to contribute to the Tackling Poverty Programme (TPPB)agenda, with reports provided from our Money Matters/Financial inclusion teams.

The social work PACT (Parenting Assessment Capacity Team) receive funding to support vulnerable families. Six monthly reporting is currently underway in relations to PACT. | Green |
| **Strengthen awareness of good governance across the council; promote key governance policies; and ensure all employees have completed mandatory training** | Ensure high standards of governance are being exercised | Complete Resource Governance self-assessment by due date and develop actions to address non-compliant areas | Current Resource Governance Self Assessment completed. | Green |
| **Implement effective Best Value management arrangements to ensure continuous improvement** | Implement effective Best Value management arrangements to ensure continuous improvement and efficient and effective service | Engage in self-evaluation activity and take forward any improvement actions | A range of self evaluation/assessment activity is undertaken within our registered care services.
A case file audit tool has been developed and will be rolled out to service areas in October 2017. | Green |

Social Work Resources

Governance Control	Action	Measures	Comments/Progress	Status
and efficient and effective service delivery	delivery	Use the results of benchmarking activity (including the Local Government Benchmarking Framework) to inform and improve service delivery	Local Government Benchmarking activity and other benchmarking, for example the Health and Social Care benchmarking network are used to contribute to the analysis of performance and trend analysis by the Resource. The Resource also learns from other Partnerships and where applicable applies this learning within a service delivery context.	Green
		Ensure that Scottish Government Performance Reports are submitted within timescale: LAAC; Child Protection; Justice Services; Mental Health; Learning Disability (Esay); Homecare and Respite	All Scottish Government returns for the year 2016/17 are currently being either compiled or supplied. Reports include: Justice, Home Care, Respite, Child Protection, LAAC and Learning Disability.	Green
Promote the council's values and the new Council Plan to all employees, customers and stakeholders after approval by Committee	Deliver the objectives of the Council Plan Connect	Deliver annual Resource Plan and review suite of measures for coverage and relevance	The Social Work Resource Plan 2017-18 is complete. Approval will be sought from Social Work Committee once the new Council Plan Connect 2017-22 has been presented for approval at Executive Committee. Thereafter it will be published on the council's website. This second quarter report is based on the measures developed within the Social Work Resource Plan 2017/18	Green
Implement the new framework for Care at Home and Housing Support Services for Older People, Adults and Children and Families	Ensure monitoring, compliance and control of externally purchased services	Deficiency in care issues reported to management team and action plans in place to resolve	Currently 3 care homes have a moritorium in place and are actively being monitored. 1 care home has had a moritorium removed as inspection grades have improved.	Green